



Reservation Request Form

Please note: Rooms will be available to enter at the times listed on the Reservation Agreement only, please make sure all parties are made aware. ***IF YOUR EVENT INCLUDES BINGO INVOLVING AN ENTRY FEE, PLEASE ATTACH A COPY OF YOUR LICENSE AND LOCAL GOVERNMENT APPROVAL. IF YOU WILL NEED ACCESS TO THE ROOM PRIOR TO THE EVENT, TO SET UP MATERIALS, PLEASE INDICATE YOU WILL NEED 'SET UP TIME'.***

Today's Date _____ GVR# _____

Organization Name (if applicable) _____

Member Name or Contact Person _____

Address _____

Phone _____ Email _____

Please check one:

- GVR Club GVR Private Member
- GVR 4 Month Member Group GVR Homeowners Association
- Non-GVR organization (rental fee)/Commercial event type: Meeting Social Other

Description of your event/Equipment needed (television, projector, etc.):

Is everyone attending a GVR member? No Yes Do you plan to have/serve alcohol? No Yes

Catered Event? No Yes Caterer _____

Center Requested *(please note rooms, centers, and times cannot be guaranteed)*

1st Choice _____ Room _____

2nd Choice _____ Room _____

Date(s) Requested _____

Start time _____ End time _____

Expected Attendance _____ Do you need setup time? No Yes