

The Wheel Booking Request Form

- SEASONAL Booking for Club/Group
- ONE TIME EVENT for Club/Group/Show/Fair
- PRIVATE Booking (see Hall Guidelines)

- MAIN BALLROOM
- NORTH HALL - EAST WING
- NORTH HALL - WEST WING
- DOWNSTAIRS (games room - not the gym)

Hall Guidelines at www.scahomeowners.com

Date of this request: _____ Event Description: _____

Name (Club, Group, Private): _____

Day of week or Date of single event: _____

Time from: _____ AM/PM Time to: _____ AM/PM

Please include the time required for set up and clean up.

Name/phone number of contact person: _____

email address: _____

Name & Number of Alternate contact: _____

email address: _____

... Please determine from the Hall Coordinator if the date & time(s) you are requesting are available prior to completing the form. Once it is completed, place it in the slot located at either entrance to the WHEEL main hall.

... Written confirmation is not provided - confirmation will be by telephone or email.

... Changing time slots between groups is the responsibility of the organizations involved. The Hall Coordinator will be notified of changes by the group contacts.

... Seasonal Bookings run from September 1st to August 31st.

These guidelines are primarily for the Sandycove Acres (SCA) groups or clubs. There is no rental fee for recognized groups or clubs. There are basically two (2) types of defined groups or clubs and **my group/club is:**

- A group or club that either does not bring in or retain money such as a card group that takes in a small amount to play and then disperses it at the end of the card playing. The group or club must have a primary contact.
- A group or club that brings in and retains money such as by charging for memberships, having regular events and charging patrons, etc. This group or club should have: a primary contact; a structured committee; a bank account; financial statements and an Annual General Meeting and shall provide proof of same at time of signing of this document. **Signed by contact person**

I have read and agree to abide by the 'Guidelines For Hall Rentals & Uses' available at www.scahomeowners.com or provided copy. **Signed by contact person**