

The Wheel Booking Request Form

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| <input type="checkbox"/> SEASONAL Booking for Club/Group | <input type="checkbox"/> MAIN BALLROOM |
| <input type="checkbox"/> ONE TIME EVENT for Club/Group/Show/Fair | <input type="checkbox"/> NORTH HALL - EAST WING |
| <input type="checkbox"/> ONE TIME TICKETED DINNER/DANCE | <input type="checkbox"/> NORTH HALL - WEST WING |
| <input type="checkbox"/> PRIVATE Booking (see Hall Guidelines) | <input type="checkbox"/> DOWNSTAIRS (games room - not the gym) |

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 time required for set up and clean up.

Name/phone number of contact person: _____

Email address: _____

Name/phone 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, please email to Hall Coordinator. 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.

...The Group/Club Coordinator agrees that **NO NON RESIDENTS** may participate in any group/club functions within the Wheel Community Hall. Breach of contract could result in cancellation of group/club. The only exception to this rule is the sale of ticketed mid-season/year-end banquets where members of the club, their spouse or the guest of a single member may purchase a ticket. Non-Resident ticket sales will be limited to five.

...One Time Ticketed Dinner/Dance non resident ticket sales will be limited to ten. One non resident guest per resident and resident must accompany the non resident guest.

...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 <https://scahomeowners.com> or provided copy.

Signed by contact person _____