

**This application must be submitted at time of booking; or at least two (2) weeks prior to event.** Return completed application to: Recreation Department, 24351 El Toro Road, Laguna Woods, CA 92637; Phone: 949-597-4227, E-mail: reservations@vmsinc.org

Applicant Information			
Name: _____			
Organization: _____			
Address: _____			
Phone: _____		E-mail: _____	
Reservation Information			
Clubhouse: _____		Room: _____	
Date(s) (include rollovers): _____			
Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Event Information			
Type of Event: _____			
Start Time (include Set Up): _____ End Time (include Clean Up): _____			
Time your Guests will Arrive: _____ Depart: _____			
Expected Number of Attendees: <input type="checkbox"/> Residents _____ <input type="checkbox"/> Non-Residents _____			
Expected Number of Attendees under the age of 21: _____			
Is a 'Gate Clearance Form' required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will any of the following be provided at your event (mark all that apply):			
<u>Food</u> <input type="checkbox"/> Catering <input type="checkbox"/> At No Cost <input type="checkbox"/> For Sale <input type="checkbox"/> Potluck <input type="checkbox"/> Not Applicable	<u>Alcohol</u> <input type="checkbox"/> At No Cost <input type="checkbox"/> For Sale <input type="checkbox"/> BYOB <input type="checkbox"/> Not Applicable	<u>Entry Fee</u> <input type="checkbox"/> No <input type="checkbox"/> Yes, \$_____	<u>Kitchen Use</u> <input type="checkbox"/> Yes, \$25 or \$50 <input type="checkbox"/> Bring In Own Food <input type="checkbox"/> Have Food Dropped Off <input type="checkbox"/> Not Applicable
Sponsor(s): _____			
Marketing and Publicity			
Indicate how you are Marketing your Event: <i>Unless more restrictively stated, all forms of publicity must say "for Laguna Woods Village residents and their guests only"</i>			
<input type="checkbox"/> Flyer <input type="checkbox"/> Social Media <input type="checkbox"/> Other _____			
Facility Agreement			
<p><b>The undersigned, both individually and/or on behalf of a club, certify that I/we have read the Recreation Department policy. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I/we also understand that falsification of any information related to this application is subject to disciplinary action.</b></p>			
Signature: _____			Date: _____

## APPLICATIONS

1. All new applications are accepted on a first-come, first-served basis and are only accepted from approved residents of Laguna Woods Village.
2. Applications are accepted on official forms provided by the Recreation Department.
3. Applications and other documents may be submitted as follows:
  - a. Scan and email to: [reservations@vmsinc.org](mailto:reservations@vmsinc.org)
  - b. Deliver in person to Recreation Department staff located on the 1<sup>st</sup> floor of the Laguna Woods Village Community Center, 24351 El Toro Road, Laguna Woods, CA 92637
  - c. Mail to Recreation Department, P.O. Box 2220, Laguna Hills, CA 92654
4. All fees must be paid within two weeks of application approval.
5. Applications and all required documentation are required at booking or least two (2) weeks prior to the requested reservation date. Applications are not considered approved until the applicant has received an approved permit from the Recreation Departments. Requests received outside these time frames may be granted if time allows.
6. GRF reserves the right to limit requests for ongoing bookings of premium rooms. See additional information in Section G, 2, a, Types of Reservations.
7. An applicant applying on behalf of club/organization must be an authorized agent of the club/organization.
8. Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the two (2) week deadline.
9. Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event.
10. The applicant and/or resident designee must be present at the event and stay on site for the entire time.
11. GRF will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond GRF's control, including, but not limited to: inclement weather, natural disasters, and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees will be returned.
12. Rate changes and reservations subject to cancellation.
13. GRF reserves the right to require security personnel be present at events.

For Office Use Only
Received By: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied, reason: _____
Requirements: <input type="checkbox"/> Security <input type="checkbox"/> Bartender
Rate: <input type="checkbox"/> Resident <input type="checkbox"/> Exception
Fundraiser Event: <input type="checkbox"/> No <input type="checkbox"/> Yes / If yes, <input type="checkbox"/> First Fundraiser <input type="checkbox"/> Second Fundraiser
Notes
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>