

Peachtree Playhouse Neighborhood Reservation Request Form

Name of Neighborhood				Event Date			
Contact Name(s)				POD Number			
Phone				Email			
Type/Name of Event				Number Expected			
Speaker Name				Time of Event			
Setup Time/Delivery				Breakdown Time			
Short Description							
Recurring	Yes		No		Any reservation lasting two or more days requires a meeting with the Lifestyle Director. Forms are due at least 30 days prior to the event date.		

Available Rooms and Fees (please check your choice):

☐ Playhouse (standard seating 154): \$75 for up to 3 hours; \$7.50 per additional hour
☐ Jasmine (as Green Room): \$25 for up to 3 hours; \$7.50 per additional hour

Free Event Type			Paid Event Type		
Ticketed	<input type="checkbox"/>	<input type="checkbox"/>	Ticketed	<input type="checkbox"/>	<input type="checkbox"/>
Non-Ticketed	<input type="checkbox"/>	<input type="checkbox"/>	Non-Ticketed	<input type="checkbox"/>	<input type="checkbox"/>
Registration/Participation	<input type="checkbox"/>	<input type="checkbox"/>	Registration/Participation	<input type="checkbox"/>	<input type="checkbox"/>

Should a private party occur within 36 hours of a CA/Club sponsored event, the private party must use the set up for the CA/Club sponsored event as a **standard set-up**. There is no additional fee required for a standard set up.

Custom Set-up Fee -\$75.00 **This configuration must be submitted at the time of reservation. Diagrams may not be altered more than twice **after** the reservation is done and must be **before** 14 days prior to the event date.

Refundable Security Deposit - \$100.00 (due at the time this form is submitted)

- I/we hereby affirm that I/we have read and understand the application guidelines.
- I/we hereby agree to use the space in accordance with the guidelines and governing documents.
- I/we agree to inspect the site upon our arrival and make immediate written notification to Community Association Staff of any condition which could be chargeable to our group.
- I/we understand that I/we are responsible for all costs of excessive cleaning or damage occurring during or in relationship to our event.
- I/we understand that absolutely NO food or beverage is allowed in the Playhouse space. Evidence of food or beverage automatically forfeits deposit.
- I/we understand water must be consumed with covered beverage containers in the multipurpose room(s) downstairs. Evidence of food or beverage automatically forfeits deposit.
- Any use of the facilities outside the scope of the event description and/or incomplete information which may be deemed fraudulent use of the facilities, may result in cancellation of the reservation without refund as well as loss of deposit. If fraudulent use is discovered after the reservation occurs, the deposit will be considered forfeited and future reservations may be jeopardized.

Signature of Responsible Party	Date
Signature of Lifestyle Director	Date

Office Use
Calendar:
Website:
Email:

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Set-up Requested	
Standard	Custom (draw in space provided)
X = Chairs	Indicate any decorations, tablecloths or other items requested for this event <i>Please note that decorating is the responsibility of the Charter Club:</i>
4	

Jasmine:

Use symbols to specify room arrangement in the diagram and indicate the quantity of each. **Square tables cannot be removed from the rooms.**

For Playhouse, Check All That Apply, Include Quantities Where Indicated			
General Stage Wash		DVD Player	
Wired Mics (Qty)		Podium and/or Laptop	
Wireless Mics (Qty)		Projector/Screen/TV	

Please return this form to: Lifestyle Director, 500 Del Webb Blvd, Griffin, GA 30223
Phone: 678-692-8400 ~ Fax: 770-233-5101

For Office Use Only

Fee Type	Amount	Date Received	Check Number or Cash	Staff Initial
Refundable Deposit	\$100.00			
Rental Fee				

Date Deposit returned or check shredded	Returned or Shredded?	Staff Initial
	Returned _____	
	Shredded _____	

SCP Community Association Guidelines for Neighborhood Playhouse Reservations

1. Facility space may only be reserved by residents of the Sun City Peachtree (SCP) Community Association.
2. Reserving facility space must be made no less than **30 days prior to the event date** and in writing using the appropriate SCP Reservation Request Form. All availability inquiries must be submitted via email.
3. The SCP Community Association will not hold space on a tentative basis. This means applicable rental fees are due at the time of the reservation and will be deposited. A refundable security deposit of \$100 is also due at the time of the reservation.
4. Specifics regarding room capacity and seating arrangements of the space may be discussed upon request. The SCP Community Association provides tables and chairs for indoor rooms only. Additional tables and chairs, for indoor or outdoor use, may be rented from a licensed rental company.
5. Any party rentals or equipment (e.g. linens, centerpieces, flowers, candles, catering, music, etc.), are the responsibility of the person named as the responsible party on the reservation request form.
6. Cancellations must be made in writing and no later than **14 days prior** to the function date. Cancellations without 14 days notice will forfeit the rental fee.
7. **Tacks, staples, nails, scotch tape, command strips or adhesives are prohibited** for affixing any signs, banners, or decorations to any painted walls or surfaces. All cables and cords must be clear from walking paths and areas that could cause guests to trip. Only battery-operated, "flameless" candles can be used. **The use of rice, birdseed, glitter or confetti is not allowed. Ice sculptures and fountains of any sort are not permitted. Evidence of prohibited items automatically forfeits damage deposit.**
8. Plastic table covering (not paper or linen) must be used for any event where **ink/paint/blotters** will be used.
9. Advertising or promotion to the Neighborhood/POD should be done only after the SCP Community Association has confirmed your reservation.
10. Attendees will be admitted to and expected to depart from the facilities in accordance with times specified on the reservation request form. Early arrival is not permitted without approval from the SCP Community Association or additional hours could be subject to an additional charge. Attendees are NEVER permitted to utilize areas of the building not reserved by the renter.
11. **No food or beverages are permitted in the playhouse. Evidence of food or beverages automatically forfeits damage deposit.**
12. The reserved space must be swept. Tables must be wiped down with a "Clorox" or "Lysol" wipe.
13. If using a "standard set up" for a room, the room must be left in the standard set up at the end of the event. The layouts are available at the front desk.
14. Any use of the facilities outside the scope of the event description and/or incomplete information which may be deemed fraudulent use of the facilities, may result in cancellation of the reservation without refund as well as loss of deposit. If fraudulent use is discovered after the reservation occurs, the deposit will be considered forfeited and future reservations may be jeopardized.

_____ of
(Signature and Print Name)

(Neighborhood Name/Number)