



**BRINY BREEZES, INC.**  
**AUDITORIUM RESERVATION FORM**

(Revised: 1/24/2018)



All reservations are made through the office during regular work hours. Reservations including a security deposit will be required for any event or gathering of 20 persons or more having food or drink. Deposit is \$100 if the kitchen is not used and \$200 if the kitchen is used. Re-occurring events may leave the deposit for the season. Deposits are returned promptly if everything is left in order as per the facilities guidelines. Be sure you receive a copy of the approved form. Corporate functions to include Board of Directors' meetings, District meetings, sanctioned Board Committees, etc., are exempt from the deposit but paperwork should be completed as needed for crowd management. All Auditorium use requires completion of this form, although only events involving more than 150 persons require a crowd manager. Maximum capacity is 199 persons (excluding those on stage).

Contact Person (please print) \_\_\_\_\_ Lot # \_\_\_\_\_

Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

Type Of Activity \_\_\_\_\_  
 (Please describe- dinner, dance, meeting, performance, rehearsal, social hour, etc.)

Number Of Expected Attendees \_\_\_\_\_ Do you want event in BUGLE: Y / N

For any *special instructions* (example; tables, chairs, equipment, etc.) please provide a **work order** the week of the event.

Please write in dates and times you would like to reserve the auditorium. Use back if necessary.  
 (Be sure to allow for set-up and dismantle times as necessary)

**\*Audio Equipment:** (This equipment may only be used by authorized persons)  
 Will audio equipment be used: Y / N  
 Name of Authorized Person \_\_\_\_\_

**\*\*Fire Safety: All fire exits must be obstruction free, unlocked and their locations announced at the beginning of the event. It is the President of this club and the contact person's responsibility to ensure that these guidelines are followed. By signing below, you are attesting that the above requirements will be met or your clubs future events will be denied.**

Club President (Sign/Date) \_\_\_\_\_

Contact Person (If different) \_\_\_\_\_

\*\*\*RETURN COMPLETED FORM TO THE OFFICE\*\*\*

[For Office Use: Copy Placed in Mailbox (Sign/Date) \_\_\_\_\_]