

NAME OR CLUB NAME: _____ TODAY'S DATE _____

PHONE: _____ EMAIL: _____

EVENT DESCRIPTION: _____ CIRCLE one: EAST or WEST Activity Center

ROOM REQUEST: _____ DATE REQUEST: _____

EVENT SET UP, START TIME & FINISH TIME: _____ APPROX # OF ATTENDEES: _____

EVENT INCLUDE FOOD OR DRINK? YES or NO UTILIZING AN OUTSIDE CATERER? YES or NO

If yes, you will need to provide a copy of the caterer's license to operate, W-9, and Certificate of Liability Insurance with the Certificate Holder info as follows: "SCA Pinellas Amenities, LLC, 2069 World Parkway Blvd. East, Clearwater, FL 33763" at least two (2) weeks prior to your scheduled event.

Does your event require a table set up different to what's provided in the facility and would you like SCA Facility staff to set up and or tear down your event? If so, non-refundable fees apply (check only payable to "SCA"). See the schedule of fees below: Set up instructions in writing, a diagram and payment are required at least 3 weeks prior to your event. SCA has the right to refuse to make such changes to the floor plan in its sole and absolute discretion.

I REQUEST ASSISTANCE WITH (CIRCLE): SET UP ONLY TEAR DOWN ONLY SET UP & TEAR DOWN

# of People	Set-up fee	Tear-down fee	Both Set-up/Tear-down
1-75	\$100	\$100	\$200
75-125	\$150	\$150	\$300
125-200	\$175	\$175	\$350
200-400	\$250	\$250	\$500

YOUR RESPONSIBILITY:

1. You are responsible for setting up, breaking down, cleaning up, and returning the room to its original floor plan. If necessary to post anything on the walls or floor, use only blue Painters Tape. Please observe your scheduled time and clean up completely by the end of your event. SCA facilities and CSO staff are not allowed to participate in your event.
2. The Activity Centers close at 10 p.m. Monday through Saturdays and 9:00 p.m. on Sundays and Holidays. If you would like to schedule your event later, please inquire with the Activities Department about the process. An additional fee of \$55 per hour would apply and 2 weeks prior arrangements required.
3. Events run smoother when one person is assigned to make the reservations and any subsequent changes to it. In the event of cancellation, please contact Activity Dept., 727-799-2734, email: general_activity@scaclw.com or stop in with a copy of your facility request form.
4. **No reservations may be made for any outside organizations including but not limited to charities or people, or for commercial or profit purposes. Events may not be promoted or advertised to the public, outside the On Top of the World community. No organized religious or worship services are allowed within SCA Facilities, and the SCA Facilities are for social and recreational purposes only.**

I AGREE, and RECEIVED A COPY OF FACILITY RULES: _____