

## CLUB MEETING/EVENT REQUEST

All submissions are accepted at the front desk. Please allow 2 business days for response.

Final approval will be based upon all required paperwork / information received, subject to Board discretion.

Club Name: \_\_\_\_\_

President/Director \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Event Point of Contact \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Set up time: \_\_\_\_\_ Event Time: Begin \_\_\_\_\_ End \_\_\_\_\_

Anticipated number of guests \_\_\_\_\_ BYOB? Yes  No

Description of event/activity/meeting (include theme, e.g. country western, 50's, luau, etc.): \_\_\_\_\_

Fundraiser? Yes  No  If "yes", name of charitable organization: \_\_\_\_\_

Room Requested: Demo Kitchen  Grand Treasure Ballroom  Augustine Room  Biscayne Room

### SPECIAL REQUEST

Do you require a "Selfie-Station" for your upcoming event? Yes  No  If "yes", there is an additional Flat Rate fee of \$50.00. A "Selfie Station" includes a black curtain and lights only (props NOT included). Replacement Cost is based on damages.

Special floor plan required? Yes  No  The standard floor plan consists of 25 round tables of 8 chairs at each table, plus a coffee and water table. Any special request seating arrangement will incur an additional Flat Rate fee of \$50.00, and all special floor plan requests must be submitted two weeks prior to event date. NOTE: This fee may be avoided if the Club provides its own list of volunteers to handle the new floor design. Volunteers must have a "Volunteer Waiver" form on file and must check in with the front desk on the day of the event.

Require OT Staff? Yes  No

If "yes", please provide: Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Return Time: \_\_\_\_\_ End Time: \_\_\_\_\_

If a Club requires Campbell Staff to assist past their regular scheduled hours, they must be paid for overtime (2 hours minimum required). For rates, please speak directly to the Lifestyle Director.

\*\* Any additional Special Request fees are to be paid via check payable to: Vitalia at Tradition \*\*

During any Club event, only authorized personnel (club directors, club assistants setting up, and entertainers) are permitted in the BOH (Back Of the House: catering kitchen, dressing room, restroom, storage rooms, backstage), unless approved in advance by the Lifestyle Director.

#### Equipment request:

Microphone(s): Yes  No  Projector/Screen: Yes  No

Coffee Pots: If needed, enter quantity: Small (30 cup, max 2) \_\_\_\_\_ Large (100 cup, max 3) \_\_\_\_\_

Other \_\_\_\_\_

#### Table request (Ballroom only):

Number of Round Tables (Max 25) \_\_\_\_\_ Number of Chairs per Table (8 standard/10 max) \_\_\_\_\_

Coffee Table? Yes  No  Water Table? Yes  No

Additional Table Requests (food, DJ, registration, etc.) \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**CLUB MEETING/EVENT REQUEST (con't)**

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Initial approval by: \_\_\_\_\_ Date \_\_\_\_\_

Lifestyle Director Notes and Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Vendor List:**

Please complete the following and submit at least 10 days prior to event. All caterers, entertainers, or any service provider must provide a copy of an ACORD Certificate of Liability Insurance form and a signed Vendor / Licensee Agreement.

Name: \_\_\_\_\_ Purpose \_\_\_\_\_

Phone #: \_\_\_\_\_ ACORD Ins Certificate? Yes  Signed Vendor / Licensee Agreement? Yes

Name: \_\_\_\_\_ Purpose \_\_\_\_\_

Phone #: \_\_\_\_\_ ACORD Ins Certificate? Yes  Signed Vendor / Licensee Agreement? Yes

Name: \_\_\_\_\_ Purpose \_\_\_\_\_

Phone #: \_\_\_\_\_ ACORD Ins Certificate? Yes  Signed Vendor / Licensee Agreement? Yes

Name: \_\_\_\_\_ Purpose \_\_\_\_\_

Phone #: \_\_\_\_\_ ACORD Ins Certificate? Yes  Signed Vendor / Licensee Agreement? Yes

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Phone #: \_\_\_\_\_ ACORD Ins Certificate? Yes  Signed Vendor / Licensee Agreement? Yes

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Phone #: \_\_\_\_\_ ACORD Ins Certificate? Yes  Signed Vendor / Licensee Agreement? Yes