



OAKLAND PARK SERVICE CENTER

RESERVATION FORM for GIRL SCOUT MEMBERSHIP

ADULT CONTACT: _____

ADDRESS: _____

SERVICE UNIT: _____ TROOP #: _____ PHONE #: _____

TYPE/NAME OF FUNCTION: _____

DATE/TIME FUNCTION: FROM: _____ TO: _____

APPROX NO. ATTENDING: _____ ROOM(S) REQUESTED: _____

ROOM CONFIGURATION: :Boardroom :Theatre :Open Sleeping Area
Is your event catered? _____ YES _____ NO (IF YES, complete below.)

Name of Caterer/Company: _____

Phone: _____

If using a caterer, schedule a pick-up time immediately following your event, before you depart.

ROOM CAPACITY:

Table with 2 columns: Room Name and Capacity. Includes rows for Discovery Rooms A, B & C; Friendship Room & Garden; Discovery Rooms 1 & 2; and Refreshment Center.

FEE SCHEDULE:

Table with 2 columns: Room Name and Fee. Includes rows for Discovery Rooms A, B or C; Friendship Room & Garden; Discovery Rooms 1 & 2; Refreshment Center Use; and Exclusive Use of First Floor.

- List of 7 bullet points regarding food/drink, smoking, alcoholic beverages, party instructions, overnight events, cancellation notice, and "No shows" refund policy.

Submitted: _____ Date: _____

PRINT NAME: _____

Approved: _____ Date: _____

STAFF NAME: _____