

# MTC CLUBHOUSE EVENT REQUEST

MTC requires that any private party or similar gathering be pre-approved by the GM at least one week ahead, and that this event request form be completed. The club reserves the right to, when necessary, arrange additional staffing to clean up or to help in the kitchen and charge the party hosts for the incidental costs. In general, if you do not want to incur any charge, you need to plan to provide all the paper dishes and napkins, plastic cutlery and cups/glasses necessary for your party and ensure that the attendees are aware that they need to clear away all the mess and leave the clubhouse in good order.

**Please note that members are not allowed to prepare food or use any appliance in the kitchen at any time.**

Member Name(s)			
Member Number(s)			
Date		Start & End Times	
Exclusive use of club	YES		NO
Number of Total Guests		Any Non-members?	
Expected to attend		If yes, how many?	

ITEMS	Required YES/NO	Member Provides	Club Provides	Office Use Only
<b>Food</b>				
- Use of Microwave				
- Use of Oven				
- Use of Stove				
<b>Plates</b>				
- China				
- Paper				
<b>Cutlery</b>				
- Silverware				
- Plastic				
<b>Beverages</b>				
- Wine				
- Beer				
- Soda				
- Glassware				
- Plastic				
<b>Other</b>				
- Napkins				
- Table covers				
- Ice Box for drinks				
- Banquet Tables				
- Music & PA system				
- Decorations				
- Clean-up	YES			