

Quail Creek Country Club
Room Request & Set-Up Form
Phone: 393-2917



Chartered Club: Yes _____ No _____

Club/organization/: _____ Event: _____

Room requested: _____ Start date: _____ End date: _____

Set-up time: _____ Start time: _____ End time: _____

Choose one of the following:

_____ One occurrence

_____ Weekly – every (*circle one*): 1 2 3 4 weeks on _____ (*day of the week*)

_____ Monthly – on the (*circle one*): 1st 2nd 3rd 4th LAST _____ (*day of the week*) every _____ month(s)

Contact person: _____ Phone: _____ E-mail: _____

(Contact the Activities or Banquet Department for any Changes in Newly Elected Contact Person)

Number of people attending: _____ (Chartered Clubs must have 15 people minimum)

Number of tables needed: _____ ROUNDS or _____ 6FTS (*you must provide your own tablecloths for non-food events*)

Number of chairs needed: _____

Position of tables/chairs (*mark your choice with an X*):

No set up needed _____

Boardroom _____

Horseshoe _____

Theater _____ (*theater style is **NOT** available in the Gold Room, Silver Rooms, Saguaro & Mesquite Rooms.*)

Other _____

Podium _____

Microphone on a stand _____

Cordless microphone _____

Special requests: (*Circle the items you need*)

DVD, VCR, player, TV, projector, screen, power strip, extension cord, flip chart, easel

Other _____

Contact's signature: _____ Date: _____

Quail Creek Rep's signature: _____ Date: _____

(The Banquets, Activities, and Recreation Department will approve this request based on room availability)

(March 2017)