



**REQUEST FORM FOR RESERVED SEATING**

(forms available from your Building Rep. or Long Bayou web site)

SEATING RESERVATIONS ARE AVAILABLE FOR ALL SOCIAL CLUB DINNERS.

SEATING RESERVATIONS FOR EVENTS ARE AVAILABLE FROM NEW YEARS EVE THROUGH MAY.

(NOTE: ONLY ROUND TABLES WILL BE AVAILABLE FOR ALL FUTURE DINNERS AND EVENTS.)

Seating Reservations for dinners are for groups of 6 to 8 people and events/dances are for groups of 6 to 10 people. Groups larger than 10 can draw for one of the sets of two round tables set beside each other at the back of the room. Reservations cannot be made for groups less than 6 people. Open seating is always available for all dinners and events and all unoccupied seats are considered "Open".

**THREE STEPS IN MAKING A RESERVATION:**

- PURCHASE A COUPON:** Purchase your coupon from your building representative and then give it to the designated contact person for your group.
- COMPLETE RESERVATION FORM:** Your contact person (not your building representative) will fill out the reservation form. To confirm the purchase of the coupons, the contact person MUST bring the completed form along with the paid coupons for their group to the Clubhouse on Wednesday's reservation day. (usually the Wednesday before the dinner or event)
- DRAW FOR A TABLE NUMBER:** Drawing for a table number is done by lottery. You MUST accept the table numbers or forfeit your seating reservation. Your contact person draws for a table number at the clubhouse on Wednesday before or after the coffee hour. Your contact person will return coupons to their owners with the table number of them before the event.

<u>*CONTACT PERSON:</u>	<u>NAME:</u>	<u>BLDG &amp; UNIT #</u>	<u>PHONE #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

UPDATED 11/10/16