

_____ party

Table # _____

REQUEST FORM FOR RESERVED SEATING

This form is available from www.longbayoucondos.com (under "most often used forms") and the Condo Office

Seating reservations are available for Social Activity Dances and Dinners.

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".

STEPS IN MAKING A RESERVATION:

1. **PURCHASE A TICKET:** Purchase your ticket from your building rep. and let your designated contact person know you have made your purchase.

2. **COMPLETE RESERVATION FORM:** Your contact person (not necessarily your building representative) will fill out this reservation form (available online or from the office). The contact person **MUST** bring the completed form to the auditorium on reservation day (usually the Wednesday Coffee Club before the event) Contact person makes sure everyone has purchased a ticket. ***not necessary to bring all the tickets***

3. Contact person will be assigned a table.

Your contact person will inform you of table number.

PLEASE NOTE: FIRST NAME BELOW IS THE CONTACT PERSON FOR YOUR GROUP!

NAME:

(please write legibly)

PHONE#

1. _____

Names only for remainder of the group:

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____