



# Beach and Common Area Event Request Form

The Board e-mail: [anchorageinfo@gmail.com](mailto:anchorageinfo@gmail.com)

**PLEASE PRINT CLEARLY**

Host must be an owner or legal tenant of The Anchorage Condominiums.

Approval is not guaranteed

Host/Owner Name: \_\_\_\_\_ Unit# \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Info: cell/phone# \_\_\_\_\_ E-mail \_\_\_\_\_

Planned Event \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Hours: \_\_\_\_\_ AM/ PM [Max 4 hours: Common's event times available from 8 am to 10 pm only]

Beach-front: \_\_\_\_\_ Pool: \_\_\_\_\_ Number of guests and staff (maximum allowed 35): \_\_\_\_\_

Lawn area (adjacent to pool only): \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_ Contracted Staff \_\_\_\_\_

**Number of guest/staff parking spaces is limited to the maximum of 3 spaces for the four hour period.**

Will Food be served? \_\_\_\_\_ Beverages \_\_\_\_\_ Alcohol \_\_\_\_\_

Will contracted entertainment, catering service(s), bartender(s) be part of this event?

Please describe: \_\_\_\_\_

The event cannot create an unpleasant noise situation for the non-participating residents. No large event equipment will be accepted for common area events.

Host will be solely responsible for any damage to ACA property or Injury of/to, their guests during the event.

**Host must be present at all times** and is responsible for all set-up and clean-up of the common event area

Signature of Host: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use:**

Receipt of Application at \_\_\_\_\_ AM/PM on Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

By ACA Board member or Management Staff: \_\_\_\_\_ Approved Yes / No \_\_\_\_\_