

# EXHIBIT A

## REUNION EAST CDD EVENT USE APPLICATION

The CDD may, after due consideration for the date, time, place, and nature of the event/program, the anticipated number of participants and the necessity for the CDD services which will be required in connection therewith, elect to reject or approve this Application. The terms, conditions and requirements of the CDD's Special Event Policy are incorporated into this Application.

PLEASE TYPE OR PRINT IN INK

Name of Applicant: \_\_\_\_\_ Organization \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Contact Person (name and title): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Date of event/program: \_\_\_\_\_

Nature of event/program (including the type(s) of activities which will occur during its conduct): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Site to be reserved: \_\_\_\_\_

Setup will begin at the Site at approximately: \_\_\_\_\_ Do you require setup assistance? \_\_\_\_\_

Guests will begin arriving at the Site at approximately \_\_\_\_\_ Guests will depart / the event will conclude at approximately \_\_\_\_\_

Tables and chairs are included with the rental of the ballroom. Would you like for our team to set up the tables and chairs for you? (\$300 set up fee):

Yes                  No

Equipment and apparatus proposed to be utilized in connection with the event/program (i.e., tables, sound system, props): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any goods or services be sold? \_\_\_\_ If yes, describe: \_\_\_\_\_

**\*For Heritage Crossings Clubhouse Rentals Only\***

Do you require a FULL BALLROOM rental or a HALF BALLROOM rental?                  Yes                  No

**FEES:** Applicant had included with this Application, the required Special Event Rental Fee and Deposit. Further, Applicant agrees that additional fees and expenses may be incurred by the Applicant in accordance with the CDD Special Event Policy.

**AGREEMENT:** By submission of this Event Use Application, the Applicant acknowledges that it has received a copy, has read and understands the CDD Special Event Policy, and agrees to abide by such policy.

**Note: Mandatory fees:**

Security Fee: \$50 Per Hour, beginning when guests arrive and ending when the facility is secured following the event.  
Clean up fee: \$300

**Signed by Applicant:**

\_\_\_\_\_  
(Insert name of organization, if applicable)  
\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_