



ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION INC.

600 North Trail, Stratford, CT 06614 ♦ (203) 377-5313 ♦ Fax (203) 380-6156

OV Events / Activity Schedule Request

Is this Activity: Open to all Residents Closed Group (Only Certain Residents)

Name of Group: _____

Type of Activity: _____

Host's Name: _____ Phone #: _____

Unit #: _____ Email: _____

Date(s) requested: _____

Is this activity recurring? YES NO

If yes explain: _____

Room Setup Time: _____ AM/PM

Activity Event START Time: _____ AM/PM

Activity Event END Time: _____ AM/PM

Clubhouse Requested: North South

of Residents Attending _____

Room(s) needed: Board Room Ballroom Lounge Kitchen Front Card Room Back Card Room (SCB only)

Arts & Crafts Room (SCB only) Parking Lot Library (NCB only) Billiards (NCB only) Ping Pong (SCB only) Grills

Should your group cancel, please notify the office so that the room may be utilized for another activity.

PLEASE NOTE: No Activity shall extend past 10:00 PM

Host's signature: _____

Date: _____

Room Setup 

Date submitted and received by office: _____

Date entered into calendar: _____

Please provide the equipment and layout needed for the event/activity

Equipment:

- Microphones Needed: _____
- Podium Projector Projector Screen T.V.
- Audio System Coffee Pot Hot Water Pot
- Easel (3 total) Needed: _____

Available Mics Per Building:

	North	South
Table:	16	0
Wired:	5	2
Handheld:	2	5
Headset:	0	6
Boom Stand:	1	3
Straight Stand:	1	3

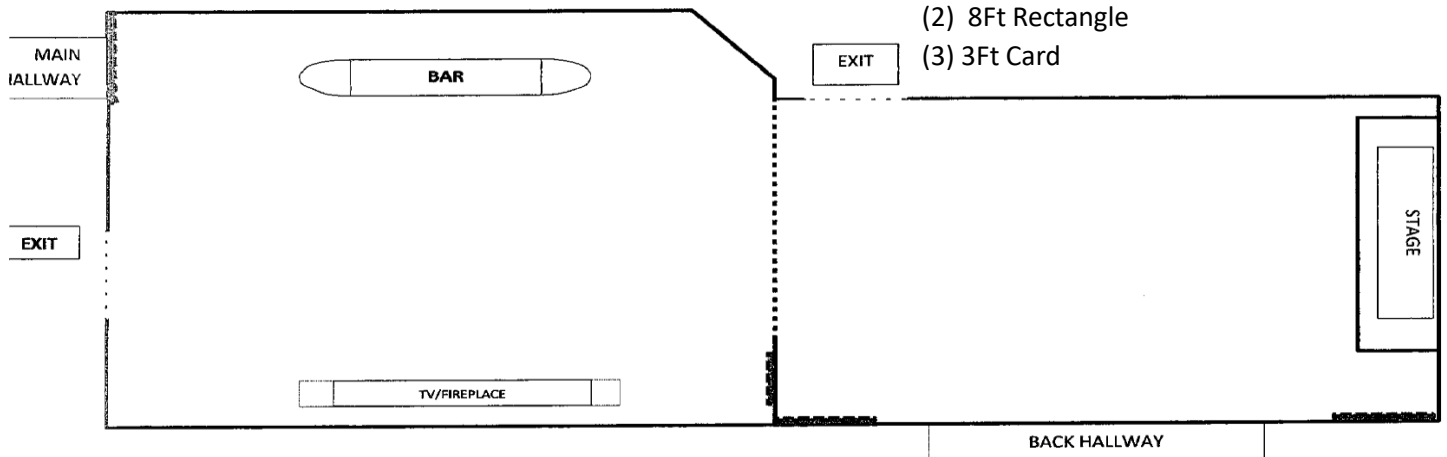
Setup:

How many tables: _____ How many chairs per table: _____

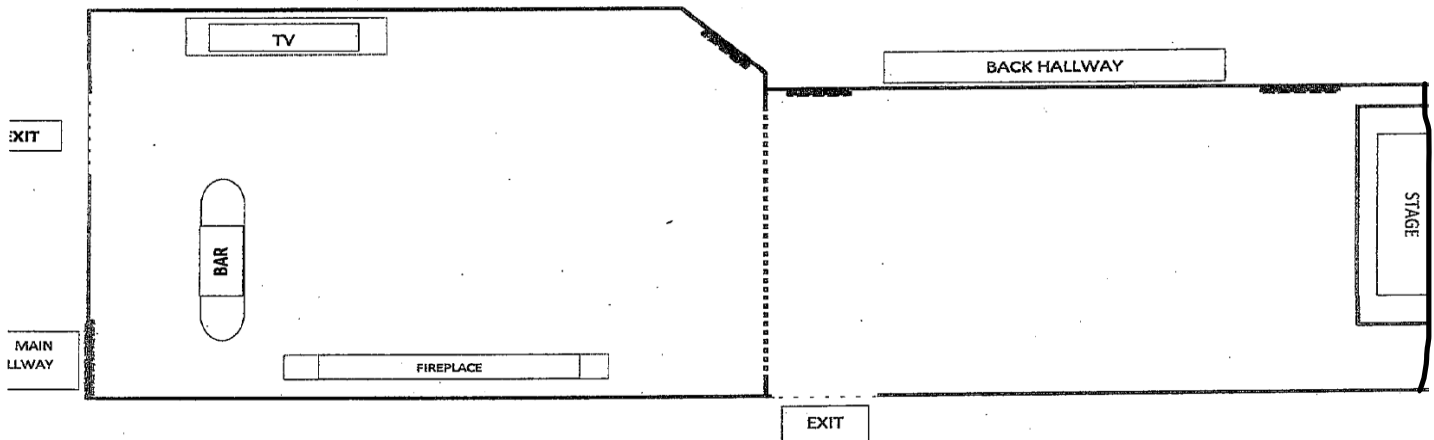
Available Tables Per Building:

- (15) 5Ft Rounds
- (6) 6Ft Rectangle
- (2) 8Ft Rectangle
- (3) 3Ft Card

North Clubhouse



South Clubhouse



Additional Information:

House Committee: _____ Date: _____