

Wylie Recreation RENTAL PRE-PLANNER

Recreation@WylieTexas.gov | <http://www.WylieTexas.gov> | 972-516-6360 (WRC) / 469-626-2741 (BH)



Schedule your next meeting, party, gathering or special event with us!

With at least 2 weeks notice, reservations accepted up to 90 days in advance on first come, first serve basis pending availability.

INSTRUCTIONS: Please bring completed form to the front desk of your preferred Wylie Recreation facility to start planning your event. Please allow 15 – 20 minutes to visit with our staff about your event.

IDEAL RENTAL FOR:
(YOUR NAME)

WHAT TYPE OF AN EVENT ARE YOU HAVING?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Basketball Event | <input type="checkbox"/> Volleyball Event | <input type="checkbox"/> Basketball Practice | <input type="checkbox"/> Volleyball Practice |
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Reunion | <input type="checkbox"/> Wedding Shower |
| <input type="checkbox"/> Anniversary Party | <input type="checkbox"/> Wedding | | |
| <input type="checkbox"/> Company Party | <input type="checkbox"/> Meeting | <input type="checkbox"/> Team Building | |
| <input type="checkbox"/> Other, EXPLAIN: | | | |

HOW MANY PEOPLE?

- Less than 50
 More than 50
 More than 100

WHICH FACILITY DO YOU PREFER?

- Wylie Recreation Center**
300 Country Club
 Brown House
301 North Ballard Avenue
 No Preference

ARE YOU SERVING FOOD?

- | | | |
|---|--|--|
| <input type="checkbox"/> Yes - Caterer | <input type="checkbox"/> Yes – Home cooking | <input type="checkbox"/> No, we do not plan to serve food at this event. |
| <input type="checkbox"/> Yes – Just cake, punch and Cookies | <input type="checkbox"/> Yes – Store-prepared meals or trays | <input type="checkbox"/> Other, EXPLAIN: |

ARE YOU PLANNING TO DECORATE?

- Yes, EXPLAIN: _____ No, we are not planning to decorate

WHAT DATE / TIME OPTIONS ARE YOU INTERESTED IN?

OPT 1	M Tu W Th F Sa Su			
	↑ Day of Week (circle one)	↑ Month	↑ Day	↑ Year
	Event Start Time (incl. set up): _____		Event End Time (incl. clean up): _____	
OPT 2	M Tu W Th F Sa Su			
	↑ Day of Week (circle one)	↑ Month	↑ Day	↑ Year
	Event Start Time (incl. set up): _____		Event End Time (incl. clean up): _____	

ADD-ONS?

- | | | | | |
|--|--|------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Climbing Wall | <input type="checkbox"/> Gym | <input type="checkbox"/> A/V Equip. | <input type="checkbox"/> Photography (BH) |
| <input type="checkbox"/> Alcohol (BH) <input type="checkbox"/> Other, EXPLAIN: _____ | | | | |

OTHER DETAILS? QUESTIONS? SPECIAL REQUESTS? Please list on back of this sheet.

