



Reservation and Event Checklist

Request Submission

- All requests must be submitted at least two weeks in advance.
- Requests are processed on a first-come, first-served basis.

Request Forms and Approval

- Guest Relations (front desk) staff at the TWC will provide all necessary event request forms which include:
 - Facility Usage Agreement
 - Deposit Information
 - Cleaning Checklist
- Smart Waiver (If applicable)
 - For users of the TWC facility pool, gym and baseball field who engage in physical activity or use TWC equipment, a liability waiver form must be completed.
 - If your facility reservation involves such activities, all attendees must complete our online liability waiver form.

Payment and Documentation

- Upon approval, submit a money order or check payable to The Pueblo of Santa Ana for \$100 to our finance department.
- Return with your receipt to TWC front desk to have it copied and kept on file for reservation.

Deposits

- All forms must be completed and on file for a deposit to be refunded.
- If approved, the deposit will be refunded 10-14 days after the reservation is complete to the address listed on event request.
- Deposits will not be refunded if:
 - Less than a 5-day notice is given for cancellation.
 - There is damage or the cleaning checklist is incomplete.
 - The cleaning checklist will be reviewed at the beginning and end of the event with Guest Relations or Sports and Events staff.

Contact Information

For questions or to proceed with booking the concession stand, please contact Guest Relations staff at 505-771-6370.