

Canal Walk Clubhouse

BALLROOM RENTAL REQUEST FORM

I, _____

H/O ADDRESS: _____ PHONE# _____

REQUEST TO RENT THE BALLROOM:

DATE OF EVENT: _____ DAY: _____

TIME OF EVENT: FROM: _____ TO: _____

SET UP ROOM, TIME BEGINNING _____

CLEAN UP TIME, AFTER THE EVENT ENDING _____

EVENT DESCRIPTION: _____

NUMBER OF PEOPLE ATTENDING: _____

*****Following to be completed by office*****

Date Received: _____ By: _____

Availability Confirmed: _____ By: _____

Management Approved: _____ Date: _____

Board Approval: _____ Date: _____

Signed Contract Received: _____ By: _____

Security Deposit of \$1000.00 Check # _____

Rental Payment of \$550.00 Check # _____

Received: _____ By: _____

Security Deposit (minus security guard charge) returned to homeowner:

Date: _____ Check#: _____ Amt. _____