

## HALL RENTAL INFORMATION GUIDELINES

1. MEMBERS NAME \_\_\_\_\_
2. MEMBERS PHONE NUMBER \_\_\_\_\_
3. DATE OF HALL RENTAL \_\_\_\_\_
4. TIME OF HALL RENTAL \_\_\_\_\_
5. TYPE OF EVENT \_\_\_\_\_
6. BARTENDER NEEDED ?-\$ 75.00 \_\_\_\_\_
7. TYPE OF BAR – CASH OR OPEN \_\_\_\_\_
8. BAR SET UP- BEER, WINE, LIQUOR OR ALL \_\_\_\_\_
9. DEPOSIT TO HOLD DATE-25.00- PAID ON \_\_\_\_\_
10. RENTAL FEE-\$200 PAID ON \_\_\_\_\_
11. CLEANING DEPOSIT-\$100 (REFUNDABLE ) \_\_\_\_\_
12. KITCHEN RENTAL-\$ 50.00 \_\_\_\_\_
13. MEMBERS RECEIPT # \_\_\_\_\_

BARTENDERS SINGATURE \_\_\_\_\_

MEMBERS SINGATURE \_\_\_\_\_

BARTENDERS – PLEASE WRITE INFO ON CALENDER AND FILL

OUT THIS SHEET AND PUT IT IN YOUR REGISTER BAG

**BALANCE MUST BE PAID 24 HOURS PRIOR TO RENTAL DATE.**