

CANDLEWOOD KNOLLS CLUBHOUSE RESERVATION REQUEST

Sponsor Name _____
(Must be Knolls property owner, sponsor must be in attendance at the event)

Permanent address _____

Phone _____ Alternate Phone _____

Name of personal designated as Supervisor of Event _____
(must be over 21 and a member of the sponsor's immediate family)

Type of Activity _____

Date of Event _____ Time of Event _____

Facility	Stockholder Fee	Non-Stockholder Fee	Security Deposit
Clubhouse Upstairs	\$350*	\$1,000*	\$1,000
Clubhouse Downstairs	\$100*	\$400*	\$300

*Total rental fee. A \$50.00 deposit to hold the date requested is due along with this reservation request form. Two weeks prior to the event date the remainder of the rental fee is due, along with a separate check for the security deposit. The \$50 deposit fee may be non-refundable if cancellation occurs without reasonable notice.

FOR OFFICE USE ONLY:

RENTAL DEPOSIT RECEIVED:		AMOUNT:	
SIGNED USAGE AGREEMENT RECEIVED:			
BALANCE RECEIVED:		AMOUNT:	
PROOF OF INSURANCE RECEIVED:			
SECURITY DEPOSIT RECEIVED:		AMOUNT:	
SECURITY DEPOSIT RETURNED:			