

Hall Rental Information Guidelines

Members Only

01. Members Name: _____
02. Members Phone Number: _____
03. Date of Hall Rental: _____
04. Time of Hall Rental: _____
05. Type of Event: _____
06. Bartender Needed? (\$75): _____
07. Type of Bar – Cash or Open: _____
08. Bar Set Up – Beer, Wine, Liquor or All: _____
09. Deposit to Hold Date (\$25) – Paid On: _____
10. Rental Fee (\$300) –Paid On: _____
11. Cleaning Deposit (\$100) Refundable: _____
12. Kitchen Rental (\$50): _____
13. Members Receipt #: _____

Bartenders Signature: _____

Members Signature: _____

Bartenders – Please write information on calendar and fill out this sheet and put it in your register bag.

Balance Must Be Paid 24 Hours Prior To Hall Rental Date