



Request a Date

Today's Date: _____

Request ID # _____

Requesting

Canceling

Rescheduling

Person submitting request, please print

Club or Committee Name: _____
if applicable

Private Party:

Member:

Non-member:

Requested Date(s): _____ Alternate Date(s): _____

Time: Start: _____ End: _____ Approximate Attendees: _____

Room Requested: **(For Restaurant, please see chef)**

Ballroom: Restaurant: West Wing: East Wing: Blue Room:

Lower Conference: Arts & Crafts Room: Library: Lobby: Patio:

Type of Event:

Meeting: Theater Style: Dance: Ticket Sales: Catered:

Table set up (attached)

Special Setup Required (attached)

Bus Trip To: _____

Date: _____

Load Time: _____

Return to GO: _____

Signature of person submitting request: X _____ Staff Initials: _____

X _____
Clubhouse Director

Approval Date: _____

Maintenance Staff Copy _____

Restaurant Copy _____

All reservations are to be made and confirmed with the Clubhouse Director or in her absence the Head Concierge.