

## CANDLEWOOD KNOLLS CLUBHOUSE RESERVATION REQUEST

Resident Name \_\_\_\_\_

(Must be Knolls property owner, must be over 21, resident must be in attendance at the event, and must be current on CK Taxes)

Knolls Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Activity\* \_\_\_\_\_

\*If Wedding, please see separate Wedding Pricing below

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Facility (Upstairs/Downstairs/Both) \_\_\_\_\_

**Circle All Applicable Fees Below**

Facility	Stockholder Fee	Non-Stockholder Fee	Security Deposit
Clubhouse Upstairs	\$500*	\$1,000*	\$1,000
Clubhouse Downstairs	\$200*	\$400*	\$300
Extra Day Set-Up (Up/Down)	\$250 / \$100	\$250/\$100	N/A
Add'l Day Pick-Up/Delivery (Up/Down)	\$250 / \$100	\$250/\$100	N/A
Vendor Visit (Add'l Tour)	\$50	\$50	N/A
Wedding Pricing (See next page for details)	\$1200**	\$2400**	\$1300

\*Total rental fee. A \$50.00 deposit to hold the date requested is due along with this reservation request form, The remainder of the rental fee and the security deposit are due two weeks prior to the event date. The \$50 deposit fee may be non-refundable, if cancellation occurs without reasonable notice. Please make all checks payable to "Candlewood Knolls Community".

\*\* Total rental fee. A \$200.00 deposit to hold the date requested is due along with this reservation request form, The remainder of the rental fee and the security deposit are due two weeks prior to the event date. The \$200 deposit fee is NON-REFUNDABLE. Please make all checks payable to "Candlewood Knolls Community".

**\*\*\* ALL CHECKS, INCLUDING SECURITY DEPOSITS, WILL BE DEPOSITED INTO THE BANK AS SOON THEY ARE RECEIVED. ALL CHECKS MUST BE WRITTEN BY THE CK RESIDENT AND ALL DEPOSITS WILL BE RETURNED TO THE CK RESIDENT ONLY\*\*\***

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RESERVATION REQUEST**

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**Wedding Pricing**

Includes:

- Unlimited viewing prior to the event for: vendors, event planners, etc. (Needs to be scheduled with the renter.)
- Exclusive use of both upstairs and downstairs.
- Extra set-up time and clean-up time.
- Key is available for pick-up on Wednesday evening (4PM-6 PM) and can be returned as late as Tuesday morning(10AM-12PM) to allow plenty of time for set-up, clean-up, vendor drop off and vendor pick-up.

**FOR OFFICE USE ONLY:**

RENTAL DEPOSIT RECEIVED:		AMOUNT:		CK #
SIGNED RENTAL RULES & GUIDELINES RECEIVED:		-----	-----	-----
BALANCE RECEIVED:		AMOUNT:		CK #
PROOF OF INSURANCE RECEIVED:		-----	-----	-----
PROOF OF SPECIAL EVENT INSURANCE RECEIVED:		-----	-----	-----
SECURITY DEPOSIT RECEIVED:		AMOUNT:		CK #
SECURITY DEPOSIT RETURNED:		AMOUNT:		CK #