

CANDLEWOOD KNOLLS CLUBHOUSE RESERVATION REQUEST

Resident Name _____
(Must be Knolls property owner, must be over 21, resident must be in attendance at the event)

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.

** 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.

*****ALL CHECKS, INCLUDING SECURITY DEPOSITS, WILL BE DEPOSITED INTO THE BANK AS SOON THEY ARE RECEIVED.**

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RESERVATION REQUEST**

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 and can be returned as late as Tuesday morning 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 #