

APPLICATION FOR USE OF THE TTPC CLUBHOUSE -- 25 ROSWELL AVENUE

MEMBER NAME _____ EMAIL ADDRESS _____

TODAY'S DATE ____/____/20____ DATE REQUESTED ____/____/20____

TIME REQUESTED _____ TO _____ TYPE OF EVENT _____

ESTIMATE NUMBER OF PEOPLE ATTENDING (DO NOT INCLUDE CHILDREN UNDER 5) _____

- I understand that it is my responsibility to check the building prior to my event to assure all my needs / supplies are available.
- The building will be left in a ready to use condition. If any problems arise before or during my event I will notify the building committee.
- I understand that a club representative may check the building during or after my event.
- I agree to pay a fee of \$5.00 per person attending this event (children under 5 are free). This fee covers use of the building, utilities, beer, pop, coffee, wine and paper products.
- **Payment in full is due the day after your event. Make checks payable to TTPC.**
- I understand that I may be fined for damages, failing to comply with the rules, or not properly cleaning the building (refer to the cleaning checklist at the Clubhouse).
- I understand when I rent the building I must be present during the entire event.
- If you are interested in having a cleaner come after your event to clean the building, please check YES or NO. An approved cleaner will be assigned to you. Cleaners must be arranged through the Club, by this method, NO EXCEPTIONS. **For events with 30 or more people, a cleaner is mandated by The Club.** The basic fee for is \$60.00 for parties up to 75 people. Contact your assigned cleaner for the exact amount.

YES, ASSIGN ME A CLEANER _____ NO, DO NOT ASSIGN A CLEANER _____

I agree with the above rules and policies: _____

Signature

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Office Use Only

DATE RECEIVED: _____

INVOICE SENT: _____

ADDED TO CALENDAR: _____

SECOND NOTICE (10 days): _____

CLEANER ASSIGNED: _____

THIRD NOTICE (20 days): _____

NOTICES SENT VIA: EMAIL _____ U.S. MAIL _____ 1835 _____