

THE
VILLAGE  GRANDE®
AT ENGLISH MILL

FORM 206 – CLUBHOUSE ROOM RESERVATION

Name: _____ Phone No.: _____

Address: _____ Email: _____

Organization Sponsoring Event: _____

Room Requested: _____

Description of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Setup Time: Date: _____ Time: _____

Clean-up Time: Date: _____ Time: _____

Person(s) Responsible for Clean-up: _____

(Note: Set up time should be flexible to accommodate other needs for the facility)

Comments:

Please keep a copy of this form for your records. You will be notified on the disposition of this request.

Date Received: _____

By: _____

Status: _____