

# FOUR SEASONS RECREATION FACILITY RESERVATION

## APPLICATION

**RENTER NAME:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**LOT #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

<b>RENTAL DATE AND TIME:</b>	DATE: _____
	FROM: _____ O'clock to _____ O'clock <i>(No later than 12:00 a.m.)</i>

**UNLESS OTHERWISE SPECIFIED THE FACILITY MUST BE CLEANED AND IN RELEASE CONDITION BY 1:00 a.m. THE MORNING FOLLOWING THE RESERVATION.**

**FACILITIES REQUESTED:** Clubhouse \_\_\_\_\_ Pool \_\_\_\_\_ Softball Field \_\_\_\_\_

**PURPOSE OF RENTAL:** Party \_\_\_\_\_ Meeting \_\_\_\_\_  
Other (Please Explain) \_\_\_\_\_

**TOTAL NUMBER OF GUESTS EXPECTED AT FUNCTION** \_\_\_\_\_

GUESTS CAN NOT EXCEED 51 IN CLUBHOUSE; 150 IN POOL (*Violation to this rule will result in 100% forfeit of your deposit*)

***\*IMPORTANT NOTE TO RENTERS\**** *Failure to read and abide by all the contents contained in the Rental Agreement will lead to a partial loss or total loss of your security deposit, additional charges above and beyond your security deposit, and restriction from renting the facility in the future.*

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**\* OFFICE USE \***

**DATE OF RESERVATION REQUEST:** \_\_\_\_\_ **PRE-INSPECTION DATE:** \_\_\_\_\_  
**DATE OF RESERVATION CONFIRMATION:** \_\_\_\_\_ **POST-INSPECTION DATE:** \_\_\_\_\_

**RENTAL FEE:** Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  
**SECURITY DEPOSIT:** Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  
REFUND: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

**CANCELLATION NOTIFICATION:** Date: \_\_\_\_\_ **REFUND**  
Refund: \$ \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**LOWER-LEVEL KEY ISSUED:** \_\_\_\_\_ **DEPOSIT DEDUCTIONS:**  
**FRONT DOOR KEY ISSUED:** \_\_\_\_\_ Release Condition \$ \_\_\_\_\_  
Penalties \_\_\_\_\_  
Damages \_\_\_\_\_  
Cleaning \_\_\_\_\_  
TOTAL DEDUCTIONS \$ \_\_\_\_\_