



waldensridgecivicleague@gmail.com 423-886-4568 www.waldensridgecivicleague.org

### Walden's Ridge Civic League Rental Application

One half (50%) of the rental fee plus a refundable damage deposit\* are required to secure the Event date. The final balance is due, in full, 30 days prior to the Event.

The damage deposit will be held and returned if no damage occurs.

Name: \_\_\_\_\_

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Type of event(s): \_\_\_\_\_

Time of usage requested: \_\_\_\_\_

Contact information for the Renter and/or person for all communications: \_\_\_\_\_

Detailed description of the Event: \_\_\_\_\_

Approximate number of persons attending: \_\_\_\_\_

Facilities requested for this specified area of the Property for these specified hours:

- \_\_\_ a. use of gravel parking lot
- \_\_\_ b. use of soccer practice field
- \_\_\_ c. use of children's playground
- \_\_\_ d. use of covered pavilion
- \_\_\_ e. use of exterior electric outlet and water spigot
- \_\_\_ f. use of auditorium restrooms
- \_\_\_ g. use of the auditorium
- \_\_\_ h. use of the microwave oven and refrigerator in the concession area
- \_\_\_ j. use of portable toilet(s) # \_\_\_\_\_ to be furnished by WRCL

Will Alcoholic Beverages be available at the Event? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," then Liquor Liability Coverage ("Host Alcohol Policy") must be included as part of the required Renter's insurance. Please see accompanying Policies & Procedures.

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**Walden's Ridge Civic League Rental Application Record**

Facilities Rented (itemize a. - j.) \_\_\_\_\_ on date \_\_\_\_\_

To \_\_\_\_\_ for a TOTAL of \$ \_\_\_\_\_

TOTAL including Damage Deposit 30 days before event DUE on date: \_\_\_\_\_

Reservation check # \_\_\_\_\_ for 50% of Rental amount = \$ \_\_\_\_\_

Balance of Rental fee = \$ \_\_\_\_\_

Check# \_\_\_\_\_ for Separate Damage Deposit\* \$ \_\_\_\_\_

\*A refundable 50% Damage Deposit check is returned uncashed after the event if no damage is incurred. Please write "Damage Deposit" in the memo line of the check.

Damage Deposit returned to \_\_\_\_\_ on date \_\_\_\_\_ by \_\_\_\_\_

**Refund policy:** If a Renter cancels a reservation at least 60 days prior to the scheduled Event, the Renter shall receive a 50% refund of fees paid. If a Renter cancels a reservation less than 60 days prior to the Event, there is no refund. WRCL will not refund money due to inclement weather. WRCL strongly recommends rental tents for any portion of an Event that is to take place outdoors.

\_\_\_\_\_ (Initials) I give WRCL permission to photograph my event for WRCL publicity.

\_\_\_\_\_ (Initials) **I have read, understand, and agree to the accompanying WRCL Rental Agreement, WRCL Policies & Procedures, and WRCL Terms & Conditions.**

Renter's signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please attach check(s) payable to:**

Walden's Ridge Civic League  
Attention, Carolyn Longphre, Event Coordinator  
2501 Fairmount Pike, Signal Mountain, TN 37377  
423-315-3405 ---- [longphrecarolyn@gmail.com](mailto:longphrecarolyn@gmail.com)

3/21/24

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**Damage Deposit Refund Receipt**

\*A refundable Damage Deposit check is returned uncashed after the event if no damage is incurred. Please write "Damage Deposit" in the memo line of the check.

Damage Deposit \$ \_\_\_\_\_ check# \_\_\_\_\_ date paid \_\_\_\_\_

Damage Deposit returned to \_\_\_\_\_ on date \_\_\_\_\_ by \_\_\_\_\_

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