



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

3/21/24

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 _____
