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

**Walden’s Ridge Civic League Rental Application**

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:

* 1. \_\_\_\_\_\_\_\_ a. use of gravel parking lot
	2. \_\_\_\_\_\_\_\_ c. use of soccer practice field
	3. \_\_\_\_\_\_\_\_ d. use of children’s playground
	4. \_\_\_\_\_\_\_\_ e. use of horseshoe pit

\_\_\_\_\_\_\_\_ f. use of covered pavilion

\_\_\_\_\_\_\_\_ g. use of exterior electric outlet and water spigot

* 1. \_\_\_\_\_\_\_\_ h. use of the women’s building
	2. \_\_\_\_\_\_\_\_ i. use of auditorium restrooms and family restroom in the women’s building
	3. \_\_\_\_\_\_\_\_ j. use of the auditorium
	4. \_\_\_\_\_\_\_\_ k. use of the microwave oven and refrigerator in the concession area
	5. \_\_\_\_\_\_\_\_ l. 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.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Facilities Rented (itemize a. - l.) ­­­­­­\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on date \_\_\_\_\_\_\_\_\_\_

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

 Prior to the Event, TOTAL plus separate Damage Deposit\* is due on date \_\_\_\_\_\_\_

 50% as Rental Deposit = $ \_\_\_\_\_\_\_

 check # \_\_\_\_\_\_ date paid \_\_\_\_\_\_

 Rental Balance Due = $ \_\_\_\_\_\_\_

 check # \_\_\_\_\_\_ date paid \_\_\_\_\_\_

\*A separate refundable Damage Deposit check for $\_\_\_\_\_\_\_ is due with final payment. Amount $\_\_\_\_\_\_\_\_ check# \_\_\_\_\_\_\_ date \_\_\_\_\_\_

The 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.

\_\_\_\_\_\_ (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 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

3/26/22