

Walden's Ridge
Civic League

2501 Fairmount Pike
Signal Mt., TN 37377

waldensridgecivicleague@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:

_____ a. use of gravel parking lot

_____ c. use of soccer practice field

_____ d. use of children's playground

_____ e. use of horseshoe pit

_____ f. use of covered pavilion

- _____ g. use of exterior electric outlet and water spigot
- _____ h. use of the women's building
- _____ i. use of auditorium restrooms and family restroom in the women's building
- _____ j. use of the auditorium
- _____ k. use of the microwave oven and refrigerator in the concession area
- _____ 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
