

# FREEWAY LANES BANQUET ROOM RENTAL APPLICATION

## Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Text Messaging ok? \_\_\_\_\_

Email Address \_\_\_\_\_

Event Contact/Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

## Event Information

Purpose of Event \_\_\_\_\_

Event Date \_\_\_\_\_ # of Guests Expected \_\_\_\_\_ (maximum room occupancy 100)

Rental Time From \_\_\_\_\_ To \_\_\_\_\_ # of Hours \_\_\_\_\_ Total \$ \_\_\_\_\_ (**\$90 per hour/4hr min**)

## Reservations and Payments

\*Deposit Amount \$ 325.00 Method  Cash  Credit Card

Use Amount Due \$ \_\_\_\_\_ Method  Cash  Credit Card

*\*Deposit includes a \$125 security fee, \$100 cleaning deposit and \$100 reservation deposit. The cleaning deposit will be returned if the cleaning/damage checklist is satisfactory to the Banquet Room Coordinator and/or Freeway Lanes staff and the Renter has stayed within their allotted time frame and has complied with all the conditions of the Banquet Room Use Agreement. Payment due 5 days prior to the event date.*

## Checklist for Return of Deposit - to be signed Banquet Room Coordinator

- |   |   |
|---|---|
| <input type="checkbox"/> tables and chairs wiped off    | <input type="checkbox"/> all trash in assigned trash cans   |
| <input type="checkbox"/> floors cleaned/vacuumed/mopped | <input type="checkbox"/> renter has stayed within allotted use time                                 |
| <input type="checkbox"/> bathroom cleaned and picked up | <input type="checkbox"/> Renter has complied with all conditions of the Banquet Room Use Agreement. |

Are there any damages?  Yes  No If yes, please specify: \_\_\_\_\_

\_\_\_\_\_  
Signature of Banquet Room Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Renter/Responsible Person(s)

\_\_\_\_\_  
Date