



Clubhouse Event Form

Contact 1		Email		Phone	
Contact 2 <i>If applicable</i>		Email		Phone	
Address				Event Date	
Start Time		End Time		No. Guests	
Event Name/ Description					
Room(s) Requested	<input type="checkbox"/> Great Room	<input type="checkbox"/> Card Room	<input type="checkbox"/> Media Room	<input type="checkbox"/> Kitchen	

Email completed form to clubhouse@legacyatodessa.org.

Notes:

- The maximum capacity of the clubhouse is 244 guests.
- The community must be invited to your event.
- All furniture moved for events must be returned to its original location.
- If using pool table as a table, it must be covered with a tablecloth.
- All folding tables and chairs must be neatly returned to the storage area.
- Do not tape decorations to any walls or surfaces.
- All food/beverages, decorations, etc. must be removed from the clubhouse when event ends. Any items left in the clubhouse after your event will be discarded.
- No smoking inside the clubhouse.

Any questions, contact the Clubhouse Committee:

Angela Marshall, Clarissa Fagan, Shir Johnson (J-T) at clubhouse@legacyatodessa.org or our Board Liaison, Troy Steverson at director2@legacyatodessa.org