

## Room Rental Booking Form

Employee Booking Room: \_\_\_\_\_

Date Room Booked: \_\_\_\_\_

Date Room is confirmed with a phone call (7 days prior to party): \_\_\_\_\_

### CONTACT INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### EVENT INFORMATION

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Guest (#): \_\_\_\_\_

### ROOM RENTAL INFORMATION PACKAGES

	# OF HOURS		COST <i>Per Hour</i>	COST <i>Per Day</i>	=	ROOM TOTALS
<input type="checkbox"/> The Arena Club	_____	X	\$175	\$500	=	\$ _____
<input type="checkbox"/> Birthday Party Room	_____	X	\$45	N/A	=	\$ _____

### CATERING INFORMATION

Caterer: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

## ROOM SET-UP

Diagram:

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Additional Cost May Be Applied)**

## BILLING INFORMATION

Name: \_\_\_\_\_

**\*\*Minimum of \$75 deposit is due at booking \*\***

**Additional Information:**

Sub Total = \$ \_\_\_\_\_

**Deposit = \$ \_\_\_\_\_**

Remaining Balance = \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Remaining Balance Paid = \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

**\*\*Cancellation notice required 48 hours prior to event for refund\*\***