

BETMAR CLUBHOUSE RESERVATION FORM

- Please fill this form in completely and return it to the Activities Councilor, either in Betmar office Activities Mailbox or at coffee hour.
- Please PRINT all your information. Each request will be handled on a first-come basis.
- Once confirmed by Activities Councilor, **IF YOU WANT YOUR EVENT** to be published in Calendar or Betmar Bulletin **YOU MUST CONTACT** Communications@betmar.org

Activity Name & Club			Expected Capacity
Club Contact Person Name			
Contact Phone #			
Email			
Check All that apply Building Requested	<input type="checkbox"/> Apache White (56C/26TC) <input type="checkbox"/> Maple (131C/61TC) <input type="checkbox"/> Red(55C/26TC) <input type="checkbox"/> Blue (94C/44TC) <input type="checkbox"/> Game (48)		
	<input type="checkbox"/> Annex East (174C/81TC) <input type="checkbox"/> Annex West (168C/78TC) <input type="checkbox"/> CH3 (272C/127TC) <input type="checkbox"/> CH2 (730C/341TC) <input type="checkbox"/> Kitchen <input type="checkbox"/> Pavilion		
Requested Info	Date:	Extended Dates (From / To)	
	Time:	Event Time:	
Alternate Date Time	Date:	Extended Dates (From / To)	
	Time:		
Date Request Submitted	Date of Response		
Notes: <ol style="list-style-type: none"> 1) After each room for building requested is the listed Authority Having Jurisdiction (aka Fire Marshal's) room capacity, this is NON Negotiable. For example: Apache White (56C/26TC) has a capacity of 56 for chairs only and 26 for table and chairs. 2) Please be considerate of other members when reserving a room. If you have an extended event or just a smaller group, try to use a room that meets your needs regarding the capacity. There is a high demand for room reservations, and we want all members to benefit from the usage of our rooms. 3) Room reservations are limited to 1 year in advance. 			
Please read Back of form for information regarding your room reservation request.			

CLUB USAGE

Please submit your room reservation forms to the Activities Councilor as soon as possible. They can be turned in at coffee hour or the activities box in the Betmar Office.

Reservations are based on a first come first served basis. Please get them in soon!

Please note, it is your (Name on Request Form) responsibility to **clean up after each event.**

- A) Bag up and take any trash out to dumpsters.
- B) Put the room back the way you found it.
- C) Wipe down tables if used.
- D) Kitchen Usage – Please use Kitchen Cleanup Check list for depth of kitchen cleanliness.

Failure to do so could lead to:

- A) Additional Cleaning Fees being assessed for your Sub Organization (Club)
- B) And/or leading up to cancelling of your future requests/events.

If you need the kitchen, please contact the Kitchen Manager.

NON-CLUB USAGE

There are several special events that are held in various rooms throughout the park. Please fill out a room request form for the building and time of your choice. If an individual wants to rent a clubhouse there are various fees depending on which one you choose.

Clubhouse 2	\$ 100.00 ~ Kitchen use is \$50.00 Extra
Annex	\$ 50.00 ~ Kitchen use is \$50.00 Extra
Clubhouse 3	\$ 75.00 ~ (Closed June 1st thru September 30th)

There is also a \$50.00 deposit for each room rented. You will get the deposit back if the room is left clean and trash is taken out. In other words, if the room is left in the condition you found it and all the tables are returned to how they were found.

If you need the kitchen, please contact the Kitchen Manager.