

# **BIRCH GROVES ASSOCIATION INC.**

**P.O Box 484 New MILFORD, CT 06776**

## **CLUBHOUSE RENTAL REQUEST FORM**

**TO BE COMPLETED AND SUBMITTED IN ADVANCE TO THE BGA CLUBHOUSE**

**ADVISORY COMMITTEE FOR APPROVAL.**

**(PLEASE SEE CLUBHOUSE RENTAL RULES AND REGULATIONS)**

**BGA MEMBER NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_ **No. OF GUESTS:** \_\_\_\_\_

### **FEES:**

**RENTAL FEE: \$150**

**CLEAN UP AFTER EVENT FEE (OPTIONAL): \$200**

**SECURITY DEPOSIT: \$200**

**A SEPARATE SECURITY CHECK IN THE AMOUNT (\$200) IS REQUIRED WITH YOUR RENTAL REQUEST FORM. THE CLUBHOUSE MUST BE CLEANED, AND ALL DECORATIONS REMOVED WITHIN 24 HOURS AFTER THE EVENT. THE USE OF SCREWS AND NAILS IN WALLS AND TRIM IS PROHIBITED.**

**YOUR DEPOSIT CHECK WILL BE RETURNED UPON COMPLETION OF A FACILITY INSPECTION AFTER YOUR EVENT.**

**SECURITY DEPOSIT \$200**

**CHECK # \_\_\_\_\_**

**ACCEPTED BY: \_\_\_\_\_**

**DATE RECEIVED: \_\_\_\_\_**