

Party Request Form

## Glenwood Recreation Club, Inc.

This form is required to be submitted at least one week in advance and must be approved by the Glenwood Manager for any party that will require the exclusive use of multiple tables. We will do our best to accommodate your request to use our facilities for your event, and we are usually able to do so. We are not able to approve parties that take over full use of the facilities. Also, at certain times the facilities are heavily utilized and we cannot schedule parties. The location of your party will be at the discretion of the manager. Please note that the covered pavilion may not be used solely for a party at any time.

Name of Member:

Telephone number or email:

Date and time requested for event:

Number of people (and ages of those under 21):

Please arrive for your event a little ahead of time and check in with the manager on duty. He or she can help you decide where to set up for your guests, keeping in mind that on some days more than one event is planned.

As you are planning for your event, please keep the following in mind:

- All guests must have a valid guest pass (one per person) for entry.
- You and your guests will have access to the Glenwood facility, including tables, the deck and grills.
- Guests are required to understand and abide by all of our club rules, a copy of which is enclosed. We reserve the right to ask individuals who do not abide by the rules to leave the premises.
- If you are planning to use the grills, keep in mind that they are there for shared use with other members who may not be participating in your event. Please be considerate of the need to share.
- If your group is large please do not occupy the area under the pavilion roof, other than for grilling, as this is intended to be a shared area.
- Absolutely NO glass containers are allowed on the premises.
- Absolutely NO alcoholic beverages are allowed on the premises.

We are glad that you are planning to share Glenwood with your friends and family and hope the weather is great and a good time will be had by all!

Member Signature \_\_\_\_\_

This request is approved/denied by \_\_\_\_\_ (Manager)

Additional stipulations or circumstances of note: