

## BRINY BREEZES INC.

### RESERVATION FORM FOR CORPORATE FACILITIES

All reservations are made through the office during regular work hours. Reservations including a security deposit will be required for any event or gathering of 20 persons or more having food and drink. Deposit is \$100 for the Ocean Clubhouse. Recurring events may leave the deposit for the season. Deposits are returned promptly if everything is left in order as per the facilities' guidelines. Be sure you get a copy for the facility. Corporate functions to include Board of Directors meetings, District meetings, sanctioned Board Committees etc. are exempt from the deposit.

Contact Person (print) \_\_\_\_\_

Phone Number \_\_\_\_\_ Unit# \_\_\_\_\_

Facility (circle one) Ocean Clubhouse West Clubroom Community Center

Type of Activity: (please describe: dinner, dance, meeting, social hour, etc.)  
\_\_\_\_\_

Number of people expected \_\_\_\_\_

**\*\*Special Instructions (tables, chairs, equipment etc.)\*\***

**PLEASE PROVIDE A WORK ORDER THE WEEK OF THE EVENT**

Do you want the event listed in the Bugle? Yes \_\_\_\_\_ No \_\_\_\_\_

Please write in dates and times you would like to reserve the facility (allow for set up time and dismantle time as necessary):