Facility (check one)

- ☐ **Clubhouse**
- ☐ **Beach House**
- ☐ **Gazebo**
- ☐ **Other**

Date Needed:

Set-Up/Arrival Time:

Event Start Time:

Event End Time:

Purpose:

CONTACT INFO

Name:

Address: (Street address AND PO Box if a resident of Pine Lake)

Phone: **E-mail:**

Set-Up Needs: (# of chairs, tables, etc.)

FOR OFFICE USE:
BOOKING DETAILS
DATE CONFIRMED ☐
RULES AND REGULATIONS ACCEPTED ☐
Deposit check received (date and check number):
Time and date of walk-through:
Read & Accept Rules and Regulations? : ☐
Payment received (date and check number):
Check out list received: ☐
Customer Satisfaction Survey Sent (date):

NOTES: