TRC Tumbleweed RECREATION CENTER

FACILITY RENTAL REQUEST FORM

APPLICANT NAME _____

MAILING ADDRESS _____
Street City, State Zip Code

PHONE NUMBER _____ **E-MAIL** _____

EVENT DATE _____ **ALTERNATE DATE** _____

START TIME _____ **END TIME** _____ **# OF SET-UP HOURS NEEDED** _____

NAME OF ROOM _____ **ATTENDANCE** _____

SERVING FOOD & DRINKS? **YES** _____ **NO** _____ **ALCOHOL?** **YES** _____ **NO** _____

CATERED? **YES** _____ **NO** _____ **NAME OF CATERER:** _____

POLICIES:

1. Reservations can be made 1 year in advance.
2. No ongoing reservations can be accepted.
3. There is a 2-hour minimum per room and payment is due at time of reservation.
4. Payment is accepted with cash, Visa, MasterCard or American Express and MUST be paid in full 30 days prior to event.
5. A damage deposit of $500 will be collected in a form of a credit card 30 days prior to event.
6. Alcohol is permitted after the TRC regular business hours.
7. A beer permit needs to be purchased and two (2) City of Chandler police officers must be hired and present during the entire event when alcohol is served.
8. No fundraising or exchange of money can take place at the Tumbleweed Recreation Center.
9. Refund policy is as follows:
   - 7 to 12 months prior to the event 25% will be withheld from the down payment.
   - 2 to 6 months prior to the event 50% will be withheld from the down payment.
   - Less than 2 months to the event 100% will be withheld with no refund.

Chandler • Arizona

SIGNATURE _____ **DATE** _____

OFFICE USE ONLY

DATE SUBMITTED _____ **TIME SUBMITTED** _____ **STAFF INITIALS** _____