

# CLUBHOUSE RENTAL APPLICATION

(Updated 6/2004)

## COPPERFIELD NEIGHBORHOOD ASSOCIATION CLUBHOUSE

P. O. Box 910772

Lexington, KY 40591

Phone: (859) 219-1340

Reservations: Kim Stinnett

### MEMBERSHIP INFORMATION

Today's Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Day Evening

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Day Evening

### RENTAL INFORMATION

Function Date: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Facility use purpose: Party \_\_\_\_ Meeting \_\_\_\_ Other \_\_\_\_\_

**Approximate Number of people attending and fee for rental:**

#### RENTAL FEE

15-25 guests	\$ 25
26-50 guests	\$ 50
51-75 guests	\$ 75
76-100 guests	\$100
Special Events	\$300 (\$100 for security personnel is included in this fee)
Non-Resident Fee	\$200 (Additional fee over any resident fees listed)

Any non-resident rental will require a CNA member's sponsorship. Then CNA member will provide the non-refundable deposit payment and will agree to be in attendance at the event. Additional rental time is available (for any rental) at \$25 per hour if planned in advance of the rental.

The Clubhouse has a first floor and basement. Rentals are separate unless both are reserved and a 25% discount is allowed for a combined rental. Deposits are \$200, \$300 for children's parties and \$500 for events where alcohol is served.

**DEPOSIT AMOUNT**

Up to 75 guests \$100  
Over 75 guests \$200  
Alcohol parties \$500 (Any group over 75 serving alcohol will require security)

Time required for setup: \_\_\_\_\_ Open Club at: \_\_\_\_\_ O'Clock

**Remember:** Rental reflects facility use for **four hours** and any additional time must be requested and approved in advance by the management.

TOTAL RENTAL FEE: \_\_\_\_\_

TOTAL DEPOSIT: \_\_\_\_\_

CHECK INFORMATION: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Check No. (Rental) \_\_\_\_\_ Check Amt. \_\_\_\_\_

Check No. (Deposit) \_\_\_\_\_ Check Amt. \_\_\_\_\_

**Please submit two separate checks for payment of rental fee and deposit.  
Make checks payable to: COPPERFIELD NEIGHBORHOOD ASSOCIATION, INC.**

I have received a copy of the rules and regulations for renting the Clubhouse and agree to abide by them.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AUTHORIZING AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MEMBER/SPONSOR SIGNING FOR THE APPLICANT

\_\_\_\_\_  
DATE