

Pavilion / Club Lounge Request Form

Pavilion / Club Lounge Needed Date: _____

Occasion (i.e. Wedding, Family Reunion, Birthday, etc.): _____

Approx. Number of People _____ Will Alcohol Be Served? Yes ___ No ___

Club Lounge (up to 60 people) ___ Pavilion (up to 200 seated, up to 300 standing) ___

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-Mail Address: _____

Date 1: _____ Start Time of event: _____ End Time: _____

Date 2: _____ Start Time of event: _____ End Time: _____

Set Up Date: _____ Set Up Start Time: _____ Set Up End Time: _____

Will there be music? Yes ___ No ___ - If Yes Where and When: _____

Activities to include (Description): _____

Will there be outside areas need? _____ If yes (description of activities) _____

Pool use? Yes ___ No ___

Camp Fire Area Use? Yes ___ No ___ (firewood must be purchased from the camp store)

Building to be set up ___ by client ___ by campground staff.

Clean up to be performed ___ by client ___ by campground staff

If being set up by campground staff, description of setup expected: _____

Parking for all events will be on the grass where designated by campground staff. Parking attendants will be supplied by the campground unless otherwise noted.

***** Building Fees must be paid 2 months prior to arrival. *****

----- OFFICE USE ONLY -----

Price Quoted to Client: _____ Security Deposit: _____ Paid _____

Deposit Amount Paid: _____ Date: _____ Check #: _____

Balance Amount Paid: _____ Date: _____ Check #: _____

Security Deposit Returned: _____

Arrangements confirmed with client: _____ (Date)

Reservation taken by: _____ Date: _____