

ATC RENTAL APPLICATION

Application Date _____ Current Member: YES / NO

Name: _____

Address: _____

Phone: _____

Requested Reservation Date _____ Approx. Number of Guests? _____

Requested Reservation Start Time _____ AM / PM End Time _____ AM / PM

Room Requested – please circle - BANQUET ROOM \$125 GYMNASIUM \$225 day or \$25 per hour

DEPOSIT \$125 DEPOSIT \$225 day or \$25 per hour

Any special requests for set up, clean-up, kitchen or bartender needed please specify below

DEPOSIT REQUIRED PAID BY CASH OR CHECK

Deposit received by: _____

Approval by House Committee

1. _____ Date _____

2. _____ Date _____

Inspection completed by _____ Date _____

Additional charge for BARTENDER / DAMAGE \$ _____

Security deposit returned to _____ Date _____

Security deposit refunded by _____ Date _____

"SPECIAL THANK YOU FROM THE AKRON TURNERS CLUB"

AKRON TURNER CLUB

547 S. MUNROE RD., TALLAMDGE, OH 44278

Reservation Rules and Procedures

Reservations must be formal and made by an ATC member in good standing and approved by the Board. Applicant will be responsible for the event, including the actions of ALL guests as well as being liable for any / all damages that may occur.

The House Committee meets weekly which will review the request and availability of the requested date. If approved, the form will be signed and the date will be reserved on the club calendar. If denied, the applicant will receive notification and be refunded any money given that was required at time of application.

The rental of this room will include only the secured area reserved. There will be an open window to the bar for 4 hours for your convenience. Additional window time is available at a cost of \$10.00 per hour. Parking is limited to the asphalt area only. Reservations are limited to club hours of operation. Any special hours may result in additional fees. Area must be cleaned and trash removed by day end. There is a dumpster located by the garage. Area will be inspected with you and a Board Member upon occupancy and after your finished before any deposit is returned. Please, DO NOT USE ANY TAPE OR STICKY COMMAND STRIPS ON THE WALLS. The removal may cause damage to the surface. Kitchen area is available upon request. Inside Occupancy is limited to legal amount per code. All ATC Rules and Ohio Laws must be followed at all times.

Procedure:

1. Obtain a reservation application from the bartender.
2. Fill in your request and any special requirements needed.
3. Return the form for Board approval along with payment of rental cost plus security deposit equal to rental price. (EXAMPLE - Rental Fee \$25.00, Deposit Fee \$25.00 equals total of \$50.00) This payment can be in form of Cash or Check payable to ATC and funds must clear before reservation date. No exceptions.
4. The ATC House Committee will act on your request within 10 days.
5. If applicant is denied, you will be contacted by the House Committee.
6. If approved, your date and time will be added to the calendar and funds deposited.
7. Remember, the arrangements, set-up, decorations and clean up is your responsibility.
8. Deposit refunded within 10 days with clean final inspection by the Board.

Thank you from the House Committee

By signing below, I understand that it is my responsibility to read the above rules and procedures in their entirety, understand them and comply with the guidelines. If I have any questions I will consult with a current member from the House Committee.

Signature _____

Date _____