

Leominster Sportsmen's Association, Inc.

Hall Reservation Request

Requester Information

Table with 2 columns: Field Name, Value. Fields include Name, Hall Reservation Date, Estimated # of adults (18+), Estimated # of children (under 18), Start Time (includes set up time!), End Time (includes clean up time!).

Note: the reservation fee includes four (4) hours of time. If the time indicated above exceeds four hours, additional charges will apply at \$25 per hour plus Bar rates.

Sponsor Information

If you are not a member, please provide the name of the LSA Member sponsoring this request:

Table with 2 columns: Field Name, Value. Fields include Sponsor Name, Sponsor Phone Number.

Please be aware that the reserving member or sponsor must be present for the ENTIRE duration of the rental.

Fees

Table with 3 columns: Item, Amount, Description. Rows include Hall (\$250.00), Cash Bar (optional) (\$50.00), Additional Bar Hours (\$10 fee), Kitchen (\$25 flat fee), and Total fees (\$ Enter your estimated total).

Signatures

By signing below, you acknowledge the following:

- No smoking is allowed in the hall.
No open flames. The only exception are birthday candles placed on a cake.
Children must be under the immediate supervision of an adult (18+ years of age) at all times.
If children are attending, a minimum of two (2) adults must be present for the ENTIRE duration of the reservation.
The fireplace may not be used without explicit permission of the Camp Committee Chair.
Use of the kitchen requires explicit permission of the Kitchen Committee (see additional fee above).
You are responsible for cleaning up and returning the hall to exactly the same state in which you found it.

Requestor Signature: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

Please mail this completed form, along with a check for the total fees listed above to:

Leominster Sportsmen's Association, Inc.
P.O. Box 484
Leominster, MA 01453

You will be contacted by the LSA Bar Committee once this request is reviewed and approved.