

## Leominster Sportsmens Association Hall Reservation Request

<b>Requestor information</b>		
Name:		
Hall Reservation Date:		
Estimated adults (18+):		
Estimated children (under 18):		
Start time: <i>includes set up time!</i>		
End time: <i>includes clean up time!</i>		
<i>The reservation fee includes four (4) hours of time. If the time indicated above exceeds four hours additional charges may apply.</i>		
<b>Sponsor information</b>		
<b>If you are <u>not</u> a member, please provide the name of the LSA Member sponsoring this request:</b>		
Sponsor name:		
Sponsor phone number:		
<i>Please be aware that the reserving member or sponsor <b>must</b> be present for the ENTIRE duration of the rental</i>		
<b>Fees</b>		
Hall:	\$150.00	Hall rental fee + refundable \$50 cleaning deposit
Bar (optional):	\$50.00	Bartender fee. Cash bar, this fee covers the cost of the bartender only
Total fees	\$	
<b>Signature</b>		
By signing below, you acknowledge the following:		
<ul style="list-style-type: none"> <li>• <i>No smoking is allowed in the hall.</i></li> <li>• <i>No open flames. The only exception are birthday candles placed <b>on</b> a cake.</i></li> <li>• <i>Children must be under the immediate supervision of an adult (18+ years of age) at all times.</i></li> <li>• <i>If children are attending, a minimum of two (2) adults must be present for the ENTIRE duration of the reservation</i></li> <li>• <i>The fireplace may not be used without explicit permission of the Camp Committee Chair.</i></li> <li>• <i>Use of Kitchen requires explicit permission of the Kitchen Committee</i></li> <li>• <i>No trampolines, bounce-houses, etc allowed.</i></li> <li>• <i>You are responsible for cleaning up, and returning the hall to exactly the same state it was in prior to your event.</i></li> </ul>		
Requestor signature:		
Sponsor signature:		

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

Leominster Sportsmens Association  
P.O. Box 484  
Leominster, MA 01453

You will be contacted by the LSA Camp Committee once this request has been reviewed