



SEL CRA MEETING ROOM Reservation Application

7540 Whitmore Lake Rd., Brighton, MI 48116

Information: Call Cheryl at (810)626.3888 or email: croyster@selcra.com

Full Name:		Email Address:	
Address:	City:	State:	Zip:
Phone:		Township:	

Date/Day Needed: _____ Time: _____

What is the event: _____

Approx Guest Count: _____ Chairs? _____ Tables? _____ Head Table? Y N

Number of Hour(s) at \$35 per hour _____	\$ _____
<input type="checkbox"/> Any event requiring set-up ahead of time (\$100 for 24 hours)	\$ _____
Total Event Fee: \$ _____	
\$35 Deposit <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC _____	-\$ (_____)
Remaining fee due one week prior to event: \$ _____	

General Rules: Please read and follow all rules/regulations.

- 1) Parental supervision is required at all times for children in attendance.
- 2) Guests are not permitted to access locked or blocked off portions of the building. Event use limited to the Classroom and Restrooms. Do not wonder around the facility into other areas.
- 3) Guests are permitted to arrive 30 minutes prior to their event time. Setup requiring 24 hours will be \$100.
- 4) At the conclusion of your event, 30 minutes of cleanup is scheduled, then please exit the area promptly.
- 5) No food or drink permitted.
- 6) Parties can accommodate up to 60 people.
- 8) This is a non-smoking facility, please refrain from smoking within 100ft of the facility.
- 10) \$35.00 deposit is required at time of reservation, upon which \$35 admin fee will be kept if cancelled.

Signature: _____ Date: _____

For office use: Amount Paid \$ _____ Date: _____ Cash/Check/Credit _____ Booked