

# Cordwood point Clubhouse Rental Request

Mail this reservation request along with your \$25.00 reservation fee and another check for \$25.00 for your deposit. **Make checks out to Cordwood Point Association.** (Note the deposit check will not be cashed and will be returned to you once the inspection/return of the keys after the rental of the clubhouse. Send to: **Cordwood Point Association, P.O. Box 201, Cheboygan, Mi 49721. Attention Clubhouse rental**

**Once the application is received by the coordinator, they will then notify you by email or phone with confirmation of the rental.**

With this clubhouse reservation, I understand that I will adhere to the CPA clubhouse policies and rules and be fully responsible for any liabilities that may arise from the function. I further understand that I hold the Cordwood Point Association harmless from any activity which causes any personal harm to attendees or property damage arising from the function. I further understand that I am responsible for all expenses due to any injured persons or damage to property or equipment during the time rented.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Time: \_\_\_\_\_

Guest expected (60 limit) \_\_\_\_\_ Use of stove/oven? Yes or No (circle one) \_\_\_\_\_

## **THIS SPACE FOR COORDINATOR USE ONLY**

Date request received \_\_\_\_\_ Date of reservation \_\_\_\_\_

Member in good standing YES or NO \_\_\_\_\_ If no was member notified? YES or NO \_\_\_\_\_  
Deposit received amount? \_\_\_\_\_ Rental fee received amount? \_\_\_\_\_

Date of approval \_\_\_\_\_ Confirmation email or phone call of approval: \_\_\_\_\_

Clubhouse condition after rental inspection: Satisfactory or Unsatisfactory (circle one) \_\_\_\_\_

List any issues if unsatisfactory. \_\_\_\_\_

Date of the Return of the keys and deposit \_\_\_\_\_

Signature of Member \_\_\_\_\_ Signature of Coordinator \_\_\_\_\_