

Rental Application for Community Event Space

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Rental Property Owner/Manager Name]

[Property Management Company Name]

[Property Address]

[City, State, Zip Code]

Subject: Request for Amenities for Community Event Space

Dear [Rental Property Owner/Manager Name],

I am writing to formally request the necessary amenities for a community event space rental at [Property Name or Address] on [Event Date]. We expect approximately [Number of Attendees] attendees and would greatly appreciate your assistance in providing the following amenities:

- Seating arrangements (tables and chairs)
- Audio-visual equipment (projector, sound system)
- Catering facilities or kitchen access
- Restroom facilities
- Parking space availability
- Wi-Fi access

We believe these amenities will enhance the experience for our attendees and contribute to the overall success of the event. Please let me know if these requests can be accommodated, or if there are any additional procedures or fees associated with our rental application.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Organization, if applicable]