

# Clubhouse Rental Application

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

To: [Clubhouse Manager's Name]

[Clubhouse Name]

[Clubhouse Address]

[City, State, Zip Code]

Dear [Clubhouse Manager's Name],

We are writing to formally request the rental of [Clubhouse Name] for our wedding reception on [Date of Event]. We anticipate approximately [Number of Guests] guests and would love to celebrate this special occasion in your beautiful venue.

Please find below the details of our event:

- Event Date: [Date]
- Event Time: [Start Time] to [End Time]
- Setup Time: [Setup Time]
- Contact Person: [Your Name]
- Contact Number: [Your Phone Number]
- Email: [Your Email]

We understand the importance of adhering to your clubhouse policies and will ensure that all guidelines are followed. We have also arranged for appropriate insurance and are willing to meet any additional requirements.

Thank you for considering our request. We are looking forward to the possibility of celebrating our wedding reception at [Clubhouse Name]. Please let us know if you require any further information or if there is a rental agreement we can review.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]