

Rental Proposal for Birthday Party

Date: [Insert Date]

To: [Clubhouse Manager's Name]

[Clubhouse Name]

[Clubhouse Address]

Dear [Clubhouse Manager's Name],

I hope this message finds you well. I am writing to formally propose the rental of [Clubhouse Name] for a birthday party celebration scheduled for [Insert Date of Event].

The event will be held from [Start Time] to [End Time] and we anticipate approximately [Number of Guests] guests in attendance. We are planning a [brief description of the event, e.g., a casual gathering, themed party, etc.].

We would appreciate the use of the following amenities during our rental:

- Indoor seating arrangements
- Kitchen facilities
- Parking access
- Audio/Visual equipment (if available)

Additionally, we would like to inquire about the rental fees, deposit requirements, and any other terms and conditions that may apply.

Thank you for considering our request. We look forward to the opportunity to celebrate this special occasion at your venue. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or to discuss this proposal.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]