

# Clubhouse Rental Reservation Confirmation

Date: [Insert Date]

To: [Community Member's Name]

Address: [Community Member's Address]

Phone: [Community Member's Phone Number]

## Your Reservation Details

We are pleased to confirm your reservation for the clubhouse rental for a community meeting.

- **Date of Reservation:** [Insert Reservation Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Capacity:** [Insert Maximum Capacity]

## Rental Agreement

Please review the following terms of the rental:

- The clubhouse should be returned in the same condition as received.
- All attendees must adhere to community guidelines.
- A cancellation notice must be given [Insert Number of Days] days in advance.

## Contact Information

If you have any questions regarding your reservation, please feel free to contact us at [Contact Information].

Thank you for choosing our clubhouse for your community meeting!

Sincerely,  
[Your Name]  
[Your Position]  
[Community Association/Organization Name]