

## Room Rental Request



Rooms can only be rented by residents. Residents must attend all planning meetings and be present at the event. This request will be reviewed and you will be notified **within two weeks** if the room is available for rental. Completing this form is NOT a guarantee of rental.

Today's Date: \_\_\_\_\_ Resident Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Room Requested (circle):      Ballroom      Card Room      Pool Area

Estimated # of Guests: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Day & Date/s Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Thanks for your cooperation.

Maggie [events@heritageofhawkridge.com](mailto:events@heritageofhawkridge.com)