



Ames Elks Lodge Rental Reservation Request

Today's Date: _____

Event Date: _____ Start Time: _____ End Time: _____

Event Type: _____
(I.e. wedding reception; graduation party, meeting, etc.)

Room(s) to be rented: _____
(Main Banquet Room; Twilight Lounge; or Dining Room)

Expected # of guests: _____ Number of bartenders needed: _____
(Bartender - \$15.00 per hour - if bar service needed - 1 bartender per 75 guests)

Last Name: _____ First Name: _____

Elks Member: Yes or No (Circle one)

Cell #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

How did you hear about us: _____

Rental Fees:

	<u>Main Banquet Room:</u>	<u>Twilight Lounge:</u>	<u>Dining Room:</u>
Members:	\$300	\$100	\$100
Non-members:	\$400	\$150	\$150
Booking Deposit:	\$100	\$50	\$75
Cleaning/Damage Deposit:	\$500	\$500	\$500
Kitchen if used:	\$100	\$100	\$100
Seats:	250	30	80

All rental request shall be submitted in person and approved by the Club Manager/Committee.