

**Potomac Curling Club/National Capital Curling Center
Facility Rental Application**

Application Date _____

Organization Name _____

Address _____ Telephone _____

City _____ State _____ Zip _____

Contact Name _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Contact Email Address: _____

Event Date _____ Anticipated attendance _____

Event start time* (including set-up) _____ Ending time* (including clean-up) _____

* We have a bit of flexibility for set up for food prep or catering, but the facility must be clean and in good order at the event's stated ending time.

Will food or beverages be served at this event? Yes No

During this event, attendees will / will not use the ice for curling / learning to curl (please circle)

Number of attendees expected to be on the ice _____

I have read the Potomac Curling Club/National Capital Curling Center Facility Rental & Use Policy and, as the representative of the renting group or organization, agree to abide by the terms of that policy. As the representative of the group or organization renting the facility, I further assure that the facility and its furnishings will be left in a clean, orderly and undamaged condition at the close of this event. I also acknowledge that if the facility and its furnishings are not left in a clean and orderly condition, the cost of any additional cleaning will be deducted from the security deposit posted by my group or organization. Further, I acknowledge that the cost to repair any damage to the facility or its furnishings caused by my group or organization or any participant in this event will be deducted from the security deposit posted by my group or organization. Furthermore, I understand and agree that, if the cost of additional cleaning and/or damage repair exceeds the sum of the posted security deposit, the additional cost will be billed to, and paid by, my group or organization.

Representative's signature

Representative's printed name

This application must be accompanied by non-refundable one hundred dollar (\$100.00) rental deposit for groups of up to 16, a \$200 deposit for groups of up to 32, or \$300 for groups of over 32. The balance of the contract fee, including the security deposit, is due 10 days prior to the event.

Please make checks payable to: Potomac Curling Club, Inc.

For office use

Full Day rental @ \$ _____ Half-Day rental @ \$ _____ Rental deposit paid

Number of instructors required _____.

Payment of rental fee and \$150 security deposit due on or before _____

Facility left in clean, orderly, undamaged condition. Checked by _____

Security deposit refunded. Date _____

Additional cleaning and damage charges billed. Date _____ Paid Date _____