

Private Function Request Form

Date submitted: _____ Host signature: _____
Date received: _____ BCA signature: _____
Date approved: _____ BCA signature: _____
Date approved: _____ Activities Committee signature: _____

I / We wish to reserve the following area:

☐ Brandywine Hall ☐ Tennis Clubhouse

Planned activity: _____

Date: _____ Hours: _____

Estimated size of group: _____

Children attending: ☐ yes, number of children _____

OR ☐ no children attending

BCA non-resident guest list attached: ☐ yes OR ☐ no

Host: _____

BCA Address: _____

Phone: _____

Email address: _____

Will alcohol be provided by the host? ☐ yes OR ☐ no

Will alcohol be allowed (BYOB event)? ☐ yes OR ☐ no

Vendor(s): _____

Vendor insurance and licensing information attached: ☐ yes or ☐ no

Please Note:

Pool use is off limits for a Private Function.

Children attending a Private Function must be accompanied by, and under the direct supervision of, a responsible adult at all times.

Each Private Function must be scheduled through the BCA Management Office in conjunction with the Activities Committee Chairperson or representative.

Private Function will not be scheduled to conflict with BCA sponsored activities.

Rental fees cover use of rented facility space only.

Private Function host assumes all responsibility for the Private Function including, though not limited to, the set-up and cleanup of the rented facility. Cleanup includes bagging all trash and the removal of the bagged trash to the dumpster. BCA staff does not perform these tasks.

All supplies, including paper and plastic products, and all food items stored in the kitchen cupboards and refrigerator/freezer are the property of BCA and are not to be used or removed from the kitchen. This restriction applies to all residents, guests, vendors, etc.

The above signed host has read and understands the Private Function Procedure, and accepts all responsibility as stated in the Procedure.

Make check(s) payable to Brandywine Activities Committee

___ \$125 rental fee for Private Function Memorials

___ \$125 rental fee for Other Private Functions up to four (4) hours

___ \$25 rental fee for Other Private Functions hour 5

___ \$25 rental fee for Other Private Function hour 6

___ \$50 deposit against use/condition/damages (to be returned if facility is returned in the same condition as prior to the event)

Pre-event inspection date and time: _____

Pre-event inspection host/hostess: (print name, then sign):

Pre-event inspection BCA representative (print name, then sign):

Post-event date and time: _____

Post-event inspection host/hostess (print name and sign):

Post-event inspection BCA representative (print name, then sign):

Deposit returned date: _____

Deposit not returned, explain: _____

Signature Host: _____

Signature BCA representative: _____