

**GROUP SALE RESERVATION CHECKLIST**

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**RATES**

**\$7 per youth \$9 per adult**

**Name of Organization:**\_\_\_\_\_

**Name of Contact Person:**\_\_\_\_\_

**Phone Number:**\_\_\_\_\_

**Best time to contact you** \_\_\_\_:\_\_\_\_

**Alternative Phone Number:**\_\_\_\_\_

**Best time to contact you** \_\_\_\_:\_\_\_\_

**Fax Number:**\_\_\_\_\_

**Address:**

**Email Address:**\_\_\_\_\_

**Reservation Date:** Sat Sun Mon Tues Wed Thurs Fri \_\_/\_\_/\_\_

11-1:30

2-4:30

**Number of Students:**

**Number of Chaperones:**

**Age/Grade of Kids:**

Once your request has been approved we will send you an invoice. Group sales can be reserved with a \$50 deposit per timeslot. The deposit (payable by check or credit card) must be received at least 10 days in advance to hold your reservation.

For Office Use Only	Date	Notes
<b>Date/Time Confirmed with Contact</b>		
<b>Reservation added to Google Calendar</b>		
<b>Invoice Sent</b>		
<b>Deposit Received</b>		
<b>Deposit Entered into ProVenue</b>		
<b>Confirmation letter and materials sent</b>		

NOTES: