

Crabtree Farms Site Rental Request Form



Name: _____ Today's Date: _____

Organization: _____

Type of Event: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

For Office Use Only
Attach payment to form

Date Rec'd _____

Confirmed _____

SAGE Entered _____

Add to Calabunga _____

Paper Calendar _____

Invoice # _____

Circle items you are interested in: (Additional costs)

Folding Tables (Qty:___)	Tiki Torches lighting paths
Upstairs Kitchen Facilities	10X10 White Tent, 2 available (Qty:___)
Dressing Room/Changing Area	Upstairs Kitchen Facilities
Guided Tour for event	Walk-In Cooler

Will your event include alcohol? YES NO Will your event include animals? YES NO
(Licensed bartender must serve alcohol) If yes, details: _____

How did you hear about us? Website Newspaper Magazine Friend Market

Can we add your email to the list for Crabtree Farms monthly info email? YES NO

Event	Proposed Date	Proposed Time	Number of Participants	Set-Up Date/Time

CANCELLATION AND REFUND POLICY

- We ask that cancellations be made one week in advance. Cancellations after that time are non-refundable. Call Melanie Mayo at 423.493.9155 x10 to reschedule for another time.
- Fees are determined by the scale of the event and the staff input necessary.

Please RETURN Registration Form to:

Crabtree Farms, Attn: Melanie Mayo
Phone: (423) 493-9155 x10
Fax: (423) 624-7439
Mail: P.O. Box 2250, Chattanooga, TN 37409
Email: mmayo@crabtreefarms.org

Once received, Crabtree Farms will contact you to confirm your reservation date and confirm payment. If you do not hear from us, we have NOT received your form.

FOR OFFICE USE ONLY: Collect payment upon Approval of Event					
Check Method of Payment: <i>Payment due at time of registration.</i>					
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check (Check # _____) made out to Crabtree Farms <input type="checkbox"/> Cash, pay in person					
Credit Card	#	3 digit pin #	Exp. Date	Type	Only Accept: Visa MC
*PLEASE NOTE: A 3% handling fee applies to all credit card transactions.					
Authorized Card Holder's Signature X _____					