



Aladdin Shrine Center
1801 Gateway Circle
Grove City, OH 43123

Club/Unit Facility Reservation Form

All Aladdin Clubs and Units must use this form to request room reservations.

Club/Unit Name: _____

Date(s) Requested: _____

Months Needed: _____

Reservations are not confirmed until the Club/Unit has a \$100 deposit on record with Aladdin Shrine (deposit rolls over every year if not used) and the Potentate and Executive Director have approved the request.

Club/Unit Officer Requesting Reservation (Please Print): _____

Phone: _____ Email: _____

Event Type: _____

Start Time: _____ End Time: _____ Number attending: _____

Are you serving food or drink? Yes No Caterer: _____

**If you will have need of the kitchen for food preparation, cooking or storing, please fill out the Kitchen Reservation Form.*

Bartender Required*: Yes No Serve Start Time: _____ Serve End Time: _____

**There is a \$15 per hour per bartender charge for any event outside of the Oasis Bar, with the exception of a Potentate's Visitation. Events in the Oasis will not pay for the first bartender, but will be charged for any additional bartenders needed.*

Is Audio/Visual Setup required? Yes No If so, what: _____

Check Room(s) Requested:

Full Ballroom Front-West (with Stage) East Ballroom Gallery

Oasis Bar Patio only Patio and Gazebo Aladdin Room

Setup/Teardown:

With the exception of Potentate's Visitations, Club and Units are responsible for the setup of tables and chairs & must return the room to the way in which it was received. If linens are needed, Clubs/Units are responsible for notifying the Office of their need, for dressing their tables, for removing linens at the end of the event, and for placing used linens in the blue and white linen bags inside the coat closet.

*I understand that, by signing this request, I am responsible for any cleanup fee assessed by Aladdin, if the room requires cleaning. I understand that since Aladdin will not be staffing a full custodial crew to clean up after events, a \$100 deposit is required (as of September 1st, 2017) and all rental events will be assessed fees to cover cleanup, as needed, per the room rental agreement. These fees will be deducted from the \$100 deposit. **Clubs and units are not charged rent.***

I accept full responsibility for this event.

Club/Unit Officer Signature

Date

Potentate

Executive Director