

# MAHOGANY

# HOMEOWNERS ASSOCIATION

Please complete and return this request to the MHOA Bookings Team

Email: [bookings@mahoganyhoa.com](mailto:bookings@mahoganyhoa.com)

29 Masters Park SE, Calgary, AB T3M 2C1

Phone: (403) 453-1221 Ext. 12

## Main Details

<b>Date Requested:</b>	<b>Booking Start Time:</b>	<b>Booking End Time:</b>	<b>Actual Event Time (Start to End):</b>
<b>Type of Event:</b>	(Name of birthday person if applicable)		
<b>Name of Renter:</b>			
<b>Phone Number:</b>			<b>Mahogany Resident?</b>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Address of Renter:</b>			
<b>Email Address (for Invoice to be sent to):</b>			

## Facility Requested

<b>Mahogany Banquet Hall</b> <input type="checkbox"/> <i>(up to 200 Guests)</i>	<b>Magnolia Room</b> <input type="checkbox"/> <i>(up to 60 Guests)</i>	<b>Mercado Room</b> <input type="checkbox"/> <i>(up to 60 Guests)</i>	<b>Marquis Studio</b> <input type="checkbox"/> <i>(up to 35Guests)</i>
<b>Marine Studio</b> <input type="checkbox"/> <i>(up to 35 Guests)</i>	<b>Natural Amphitheatre</b> <input type="checkbox"/> <i>(Outdoor)</i>	<b>Meditation Garden</b> <input type="checkbox"/> <i>(Outdoor)</i>	

## Package Requested

Wedding		Birthday	
Mini	<input type="radio"/>	With Gym	<input type="radio"/>
Basic	<input type="radio"/>	With Skatepark	<input type="radio"/>
Enhanced	<input type="radio"/>	With Outdoor Rink	<input type="radio"/>
Ultimate	<input type="radio"/>		
<b>Number of Guests attending:</b>	<b>Will you be serving alcohol?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Liquor license & Liability Insurance are required		
<b>Will you be playing music?</b> SOCAN & Re:Sound Fees apply	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Will there be dancing?</b>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Inventory Requested			
Number of Chairs	Round Tables (5ft in diameter, Seat 8)	Rectangle Tables (6ft x 2.5 ft, Seat 6)	
Additional Requests			
Fees may apply (see Facility Booking Rates)			
Sound System	<input type="checkbox"/>	Podium	<input type="checkbox"/>
Additional Microphone	<input type="checkbox"/>	Small Rectangle Table (4ft x 2 ft)	<input type="checkbox"/>
Projector	<input type="checkbox"/>	Cocktail Table	<input type="checkbox"/>
Projector Screen	<input type="checkbox"/>	Coat Rack with Hangers	<input type="checkbox"/>
TV Screen (55" or 65")	<input type="checkbox"/>		
Additional Services			
Fees apply (see Facility Booking Rates)			
<b>Post-Event Cleaning</b> <i>Mandatory for events with over 60 guests attending and/or ending after 9.30pm.</i>			<input type="checkbox"/>
<b>After-Hours Security</b> <i>For events ending after 9.30pm, until 1.00am maximum</i>			<input type="checkbox"/>
<b>Overnight Storage</b> <i>Items must be collected at 9.00am sharp the next day</i>			<input type="checkbox"/>

Authorization and Agreement to Terms		
<p>I understand that the above information is only a request and subject to a first come, first served basis and dependent on availability.</p> <p>I will make the required payment and return a complete Rental Agreement within 48 hours of receiving the invoice (via email) to secure my booking. I understand that failing to do so will potentially result in losing my requests as listed above.</p>		
Renter's Name	Signature	Date

MHOA STAFF USE ONLY		
Received By (Name):		Date Received:
Processed By (Name) :	Date Processed:	Invoice No.