

# 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

Date Requested:	Booking Start Time:	Booking End Time:	Actual Event Time (Start to End):	
Type of Event:				
Name of Renter:				
Phone Number:			Mahogany Resident?	
			Yes	No
Address of Renter:				
Email Address (for Invoice to be sent to):				

### Facility Requested

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

### Package Requested

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

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		Podium	
Additional Microphone		Small Rectangle Table (4ft x 2 ft)	
Projector		Cocktail Table	
Projector Screen		Coat Rack with Hangers	
TV Screen (55" or 65")			
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>			
<b>After-Hours Security</b> <i>For events ending after 9.30pm, until 1.00am maximum</i>			
<b>Overnight Storage</b> <i>Items must be collected at 9.00am sharp the next day</i>			

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.