

# Memorandum

**To:**

**From:** Kimberly Kennedy, Clubhouse Committee

11628 Baystone Place

704-455-7241

kkennedy14@carolina.rr.com

**Date:** 11/8/2007

**Re:** Reservation for The Hangar (Clubhouse)

---

This is to confirm your reservation for The Hangar on \_\_\_\_\_

at \_\_\_\_\_. Please complete the Application and Use Contract attached and return it to me with the security deposit required at least 10 days prior to your event. The check for the security deposit should be written to Porter's Landing Homeowner's Association. When the contract is returned, we can arrange a time for you to pick up the key, usually the day before the event or the day of the event, depending upon other reservations.

**If you will be serving alcohol at your event, please be sure that I have received proof of host liquor liability insurance at least 10 days prior to the event.** I will have to send it to Hawthorne Management Company for approval. See the "Alcohol" section in the Application and Use Contract for further explanation.

Please feel free to contact me if you have any questions or need further clarification regarding the use of The Hangar.

Thank you

(Your Copy)