



FUN — FELLOWSHIP — FAIRWAYS

Date _____

Dear Restaurant Manager,

I am involved in a new local chapter of the American Singles Golf Association. (We are single people who play golf!) We are looking for a meeting place to hold a regular, monthly membership meeting from _____ pm until _____ pm on the SECOND / THIRD _____ of each month.

Our local chapter is new, but we anticipate attendance to be 15-35 people for the first few months, then 40-60 some months later.

We cannot guarantee attendance nor can we charge members for attending the meeting. We want our members to be able to order from the menu. Members will be wearing nametags and we would like to have individual tickets. You may add your standard gratuity to each bill and we will notify our members of same.

Our criteria with this meeting place is the following:

1. meeting room must be private, NOT SEMI-PRIVATE and cannot have a flow of music during our meeting
2. we are provided a sign-in table, head table, and another table near the head table to hold some material

If you feel your restaurant can accommodate us, please return fax this letter to me at _____ or e-mail a confirmation to me at _____. My phone number is _____.

Thank you.

Chapter Coordinator

[] We CAN accommodate your group on the SECOND / THIRD _____ of each month and agree to the stipulations outlined in your letter above.

RESTAURANT'S NAME _____ PHONE _____

RESTAURANT CONTACT NAME AND TITLE: _____

DATE OF CONFIRMATION: _____

OTHER COMMENTS: