

Rabun County Civic Center
201 West Savannah Street • Clayton, Georgia
(706) 212-2149

Information and Booking Request Form

Lessee _____

Booking Number RCCC _____ - _____

definite, \$50 non-refundable deposit paid (check number _____)

Tentative, please hold for 2 weeks until _____

Exploring options

Booked by _____

Date booking taken _____

Event _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone numbers

Day _____

Evening _____

Mobile _____

Pager _____

Fax _____

Email _____ @ _____

Day _____, Date _____, Time _____ requested

Second option _____

Facility requested _____

Approved for use on _____ by _____

Use the reverse to record all follow-ups with the client. Record date, how contacted, follow up information, person contacted and initial of person making contact.