

Rental Request Form

Event Date _____

Name / Organization _____

Status ___ Individual ___ Business ___ Non Profit Contact Person _____

Phone Number _____ Email _____

Address _____ City _____ Zip Code _____

Event Details *Make sure your factor in your set up and take down time.

Time you plan to arrive _____ Time you plan to leave _____

Estimated Attendance _____ Set Up: ___ Auditorium Style ___ Banquet Style ___ Combo of Both

Dance Floor Area Requested ___ Yes ___ No

Estimate of Costs

Item	Amount	Total Due
Large Meeting Room (1-3 Hours) *additional hours \$50 per hour	\$250 and up	
Conference Room (1-3 hours) * additional hours \$25 per hour	\$100	
Media Packages (See Medial Package Rider)	TBD	
Round 6' Tables (5 inc. w/rental - Additional Tables \$10 each) How many tables needed? (up to 12) _____	TBD	
Rectangular 6' Tables (4 inc. w/rental) How many tables needed? (up to 4) _____	TBD	
Linen Table Cloths (Round) / How many needed? _____	\$10 each	
Linen Table Cloths (Rectangular) / How many needed? _____	\$10 each	
Total Due		
Discount	<i>*Tax Exempt must be on file before tax can be removed.</i>	
Tax 6%		
FINAL AMOUNT DUE		
Deposit (\$100)	Date Received:	
Balance Due 15 Days Before Event	Date Received:	

NOTE : THERE ARE TWO PAGES TO THIS FORM.

PLEASE TURN OVER TO REVIEW AND SIGN CANCELLATION POLICY, DAMAGE/CLEANING POLICY AND PROVIDE PAYMENT INFORMATION

Read the RENTAL INFORMATION in its entirety before signing this.

CANCELLATION POLICY: CANCELLATION OR RESCHEDULING

Events must be cancelled in writing and must be submitted to the Rental Coordinator. Phone calls are NOT acceptable. Please note this schedule of Refunds:

- Events cancelled more than 30 days prior to the event are eligible for a 100% refund of the total cost, minus a \$25 administrative fee. If the event is rescheduled at the time of cancellation, the \$25 administrative fee will be waived.
- Events cancelled within 30 to 15 days of the event are eligible for a 50% refund of the total cost, minus a \$25 administrative fee.
- Events cancelled less than 15 days prior to the event, are not eligible for a refund.

I HAVE RECEIVED THE RENTAL INFORMATION AND AGREE TO ITS TERMS.

PLEASE SIGN HERE _____ DATE _____

DAMAGE/CLEANING DEPOSIT

A \$250 Damage Deposit is required for all events. This can be done via a credit/debit card or cash. Users assume all responsibility in leaving the space in the condition it was found in when they arrived. In the event the facility is not left in the condition it was found, the Damage/Cleaning Fee will be assessed at \$50 per hour (Minimum \$100 charge) This deposit, less payment for damage done beyond normal wear and tear, will be released or charged within three days following the completion of the event.

Please sign acknowledging this policy here: _____

**PAYMENT INFORMATION:
Debit or Credit Card Information:**

Name on Card: _____

Organization: _____

Address: _____ City: _____ ST _____ ZIP: _____

Visa _____ Master Card _____ Discover _____ American Express _____

Card Number: _____ Exp. Date: _____ CVS: _____

IMPORTANT:

This card will be used to pay the balance due 15 days prior to your event.

This Card will be used to pay the Damage/Cleaning Fee should the space not be left in the condition it was found in.

Signature: _____ This is a PHONE AUTHORIZATION: ____ Yes ____ No