**Facility Rental Application**

Lessor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: Set up: \_\_\_\_\_\_\_\_\_\_ Start: \_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_ Tear down: \_\_\_\_\_\_\_\_\_\_

Space requested: Main floor gallery Courtyard ED Room Other

Brief description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle: Event Coordinator Caterer Musician Florist Rental Company

Do you plan to serve: Food Alcohol Nonalcoholic drinks

***Alcoholic beverages must be catered by the following establishments: Usher’s House, Speak Easy, Mosaic, or Buffalo Wild Wings.***

*It is the lessor’s responsibility to inform caterers, musicians, florists, vendors and guests of the terms of the rental agreement.*

Weekday Rates (9:00am-10:00pm, Monday-Thursday): $75 per hour

Weekend Rates (5:00pm-10:00pm, Friday-Sunday): $150 per hour

Nonprofit Rates: $20 per hour

Additional Services:

Tables and chairs: $5 Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_

Dishes, wine glasses, utensils, napkins, and tablecloths: $50

Media services (projector, screen, DVD player, sound equipment, wireless internet): $25

Staff, servers, or greeters: $10 per hour

**Indemnification:**

***The lessor is held responsible for any accidents or damages that might happen during the event. Lessor will be reimbursed 50% of the paid rental fees if the event is canceled. The lessor will be charged $50 for every additional hour past the time indicated as departure. Functions will not continue after 11:00pm.***

Lessor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_