

SPIRIT ROOM RENTAL FORM

Event: _____ Date of Event: _____

Time: Access to Spirit Room _____ Event Begins: _____ Event Ends: _____

Date Reservation was Made: _____ Name of Contact Person: _____

Phone # of Contact: _____ Address of Contact: _____

Contact's Fax _____ Spirit Room Representative who made initial contact: _____

Checked date availability with Dawn/Calendar: _____ Number expected: _____

Briefly describe the event planned: _____

What Spirit Room facilities will be needed? _____

Sketch of Layout on Back of page:

Weekday Meetings

Entire Day w/ chairs and tables	\$ 125.00
Afternoon w/chairs only (2 hours)	\$ 35.00
Evening w/chairs only (2 hours)	\$ 50.00

Day-Long Workshops \$125 first day/ \$100 following

Cancellation of Classes \$50 per class _____

Weekend Special Celebrations/ Social Events

Evening Basic Room Rental: \$125.00

w/ tables, tablecloths, chairs, plastic tablecloth
renter provides disposable dishes ext. \$175.00

w/ SR dishes , silverware, glasses, tablecloths \$250.00
Over 30 people: Add \$3 per person

Event running beyond 10:00 pm Add \$25 per hour _____
(ending time at the discretion of SR representative)

Extra Staff @ \$10/hr per staff person Number of Staff _____ Hours

Minus \$50 deposit Date Paid: _____

Total Due Day of Event: _____

Date details reconfirmed: _____ by (SR Rep) _____

Signature of Renter: _____ Date: _____

Signature of SR Rep: _____ Date: _____