

ROOM RENTAL AGREEMENT

Today's Date _____

Company/Organization Name _____

Event Name _____ Event Representative _____

Event Date _____ Contact Name _____

Start Time _____ End Time _____ Contact Phone _____

Expected # of Attendees _____ Contact eMail _____

Room Rates

Small Conference Room: \$20.00 first hour plus \$5.00 each half hour

Large Conference Room: \$40.00 first hour plus \$10.00 each half hour

Classroom: \$60.00 first hour plus \$20.00 each half hour

Note: Fees may be waived at the discretion of the LDL Project Manager

Payment Terms

Payment by company check is due at the time of Registration. Payable to: **Seattle City Light - LDL**

Payment Form (included below) **MUST** be completed and mailed to Seattle City Light at the time of registration.

Any waivers must be pre-approved

Policies

General

1. Space is available **Monday-Friday** 8:00 a.m. to 4:30 p.m.; with break down completed by 5:00 p.m.
2. Rooms are not reserved until this agreement is signed by both parties and Payment is mailed.
3. An event representative **MUST** be on-site (1) one hour prior to event start time.
An event representative must be at the Front Desk for check-in and/or to direct guests to classroom.
4. Headcount of attendees must be confirmed in writing 48-hours prior to the event.
5. Garbage and recycling must be sorted by type in containers provided.
6. LDL staff is not responsible for event registration or check-in. Websites and any marketing material should *not* list the LDL phone number as the primary contact for event.