

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 E-mail _____ Spirit Room Representative who made initial contact: _____

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

Enter into Google Calendar _____

Briefly describe the event planned : _____

What Spirit Room facilities will be needed? _____

Additional Charge for multiple room use : \$25 Gallery II/ \$40 Lotus Studio _____

Sketch of Layout on Back of page:

Weekday Meetings

Entire Day w/ chairs and tables	\$ 100.00
Afternoon w/chairs only (2 hours)	\$ 35.00
Evening w/chairs only (2 hours)	\$ 35.00

Multiple Day-Long Workshops \$100 first day/ \$75 following

Classes \$15 per hour

Book Launches and CD Parties \$15 per hour

Weekend Special Celebrations/ Social Events

Evening Basic Room Rental: \$100.00

w/ tables, tablecloths, chairs, plastic tablecloth
renter provides disposable dishes ext. \$130.00

w/ SR dishes , silverware, glasses, tablecloths \$150.00
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)

Additional Staff @ \$10/hr per staff person (set up and clean up Number of Staff _____ X Hours _____

Minus \$50 deposit Date Paid: _____ Minus _____

Total Due Day of Event: _____

Date details reconfirmed: _____ by (SR Rep) _____

Signature of Renter: _____ Date: _____

Signature of SR Rep: _____ Date: _____