

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)	\$ 55.00

Weekend Special Celebrations/ Social Events

Evening Basic Room Rental:	\$125.00
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w/ tables, tablecloths, chairs, plastic tablecloth renter provides disposable dishes ext.	\$175.00
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w/ SR dishes , silverware, glasses, tablecloths Over 30 people:	\$250.00
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Add \$3 per person

Event running beyond 10:00 pm	Add \$25 per hour	_____
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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: _____