


SPIRIT ROOM
FARGO
EVENT RENTAL FORM

Event: _____ Date of Event: _____

Enter date with Dawn Enter into Google Calendar Date reservation made: _____

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

Number of guests expected _____ SR facilities needed: _____

Contact Person: _____ Phone # of Contact: _____

Contact email: _____

Contact Address: _____

Spirit Room Representative who made initial contact: _____

Weekday Rates			
*Entire day w/ chairs and tables, tablecloths			\$200.00
*Afternoon w/chairs only (2 hours)			\$75.00
*Evening w/chairs only (2 hours)			\$100.00
*Multiple Day Workshops	\$200 first day/hourly rate each day after @\$25/hr		
Details:			
Charge for multiple room use:	\$150 Gallery I	\$150 Lotus Studio	\$300
*(Included in all of the above is use of the kitchen, serving dishes and utensils)			
ROOM RENTAL SUBTOTAL:			

Weekend Special Celebrations/ Social Events			
Afternoon Basic Room Rental: 3 or 4 hours (Includes cloth table covers, use of kitchen, serving dishes and coffee maker Renter to provide disposable dishes, flat wear, napkins, et.)			\$200.00
Evening Basic Room Rental: 3 or 4 hours	<input type="checkbox"/> Gallery I	<input type="checkbox"/> Lotus Studio	\$250.00
Both Gallery 1 and Lotus Studio: 3 or 4 hours _____ (Includes tables, chairs, tablecloths, use of the kitchen, serving dishes and coffeemaker.) <ul style="list-style-type: none"> Renter will wash used serving dishes Renter will provide disposable dishes, flat wear, napkins et. 			\$400.00
ROOM RENTAL SUBTOTAL:			

Revised as of April 2018


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Additional Services		
Wine Glasses Only		\$35.00
Spirit Room Fine Dishware, silverware, glasses, cloth napkins (Staff dishwasher required)		\$110.00
Media Service- Projector, DVD player, basic audio equipment		\$35.00
Additional time beyond 4 hours		\$50/hour
Event running beyond 10:00 p.m. (NO EVENT PAST 11:00 p.m.)		\$55
Decoration of Event Space (decorating by renter)		\$15/hour
Staff Required @ \$13/hr (1 staff for each 35)	# of Staff:	# Hours:
Dishwasher@ \$13/hr		# Hours:
STAFF TIME TOTAL:		
SERVICES SUBTOTAL		
TOTAL COST OF EVENT		

\$100.00 Deposit Required: Date Paid: _____ **Total Due Day of Event:** _____

check required or credit card information to hold space

Credit Card Number: _____

Expiration Date: _____

CVC: _____

Staff Services: Includes

- Custodial: Removal of trash, sweeping and mopping during and after event, resupply Spirit Room paper products
- Supervision: Oversee event proceedings, answer questions and directions
- Tech Assistance: Assist in the set-up of Spirit Room Media, troubleshoot media issues

Staff Services: Does not Include:

- Decoration of Event Space
- Food preparation or supervision of cooking
- Supervision of children

Event Manager: Michael Baumgartner: (605)390-9072 or mjbtwo2@gmail.com

Date details reconfirmed: _____ by (Michael) _____

Signature of Renter: _____ Date: _____

Signature of Spirit Room Representative _____ Date: _____

ROOM LAYOUT (Please attach)

Spirit Room, 111 Broadway, Fargo, ND 58102. www.spiritroom.net 701-237-0230

The Spirit Room is a 501c3 non-profit organization dedicated to uplifting people's lives through the practice and development of creative, contemplative and healing arts.

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