

SPIRIT ROOM RENTAL FORM (rev Jan 17)

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

(enter date in Dawn's calendar \_\_\_\_\_, 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: \_\_\_\_\_

Briefly describe the event : \_\_\_\_\_

**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 \$150 first day/hourly rate each day after

Additional Charge for multiple room use : \$100 Gallery I/ \$100 Lotus Studio  
\*( Included in all of the above is use of the kitchen, serving dishes and utensils)

SUB TOTAL: \_\_\_\_\_

**Weekend Special Celebrations/ Social Events**

Afternoon Basic Room Rental: 3 or 4 hours \$150  
(Includes cloth table covers, use of kitchen, serving dishes and coffee maker  
Renter to provide disposable dishes, flatwear, napkins, ect.)

Evening Basic Room Rental: 3 or 4 hours \$200  
Gallery I and Lotus Studio \$350

(Includes tables, chairs, tablecloths, use of the kitchen, serving dishes and coffeemaker.  
Renter will provide disposable dishes, flatwear, napkins etc)

SUB TOTAL: \_\_\_\_\_

**Additional Services**

- Wine Glasses Only \$35 \_\_\_\_\_
- Spirit Room dishes, silverware, glasses, cloth napkins \$110.00 \_\_\_\_\_
- Media Service- Projector, DVD player, basic audio equipment \$35 \_\_\_\_\_
- Event running beyond 10:00 pm (NO EVENTS PAST 11:30) \$35 per hour \_\_\_\_\_  
(Ending time at the discretion of SR representative)
- Decoration time of event space \$15 per hour \_\_\_\_\_

Staff @ \$12/ per hour (2 staff 35+) Plus Dishwasher \_\_\_\_\_ # of Hours \_\_\_\_\_ # of Staff \_\_\_\_\_ = \_\_\_\_\_

\$100. Deposit: Date Paid: \_\_\_\_\_ Total Due Day of Event: \_\_\_\_\_

Date details reconfirmed: \_\_\_\_\_ by (Michael) \_\_\_\_\_ Signature

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

