

# 1912 Center Room Rental Application

Date: \_\_\_\_\_

## APPLICANT INFORMATION:

Organization	
Contact Name	
What is your organizational status?	
\$15 per hour (plus tax)	<input type="checkbox"/> 501c3 Non-Profit (provide tax ID number):
\$30 per hour (tax exempt)	<input type="checkbox"/> Governmental Organization (Tax Exempt- requires a form)
\$60 per hour (plus tax)	<input type="checkbox"/> Individual or For Profit Organization
Deposit required: \$250 check made out to HAI, refundable after event.	
E-mail Address	
Daytime Phone Number	
Evening Phone Number	
Billing Address	

## RENTAL EVENT INFORMATION:

Requested Rental Date(s)				
Possible Alternate Date(s)				
Room Requested				
	Set-up Start	Event Start	Event End	Clean-up Done
Time				
Purpose of Use				
Expected Number of Attendees	Number of hours of room use:			
	PA System	Screen	Podium	Piano
Special Set-up Equipment				<input type="checkbox"/> \$25 Use Fee
Will you be serving alcohol?	<input type="checkbox"/> \$20 Fee (use requires a catering permit for \$25 from the city clerk)			
Do you need to use the kitchen?	<input type="checkbox"/> \$10 Partial Use / Catering		<input type="checkbox"/> \$50 Full Use	
Is this event open to the public?		Will you want to borrow dishes?	<input type="checkbox"/> PCEI Plate Project	
If yes, event cost?				
Website or contact name & number for more information				

## EVENT DESCRIPTION:

Please describe your event for us:

With your signature, you agree to abide by all the 1912 Center rental policies as seen on our website.

Signature \_\_\_\_\_