

1912 Center Room Rental Application

Today's Date: _____

APPLICANT INFORMATION:

Organization Name	
Contact Name	
Is this the first time renting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
GR: \$20 per hour (plus tax)	<input type="checkbox"/> 501c3 Non-Profit (provide tax ID number):
GR: \$35 per hour (tax exempt)	<input type="checkbox"/> Governmental Organization (Tax Exempt- requires a form)
GR: \$65 per hour (plus tax)	<input type="checkbox"/> Individual or For Profit Organization
Deposit (if required) \$250.00	Rates for Fiske Room & Arts Workshop: \$15 per hour plus tax
E-mail Address	
Daytime Phone Number	
Evening Phone Number	
Billing Address	

RENTAL EVENT INFORMATION:

Requested Rental Date(s)				
Possible Alternate Date(s)				
Room(s) Requested				
	Set-up Start	Event Start	Event End	Clean-up Done
Time				
Purpose of Use				
Expected Number of Attendees		Tablecloth Use Fees: <input type="checkbox"/> \$60 <input type="checkbox"/> \$40		
	PA System	Screen	Podium	Tablecloth Color
Special Set-up Equipment				
Will you be serving alcohol?	<input type="checkbox"/> \$25 Fee (use requires a catering permit from the city clerk)			
Do you need to use the kitchen?	<input type="checkbox"/> \$30 Use Fee		Total hours of room use:	
Is this event open to the public?		Will you want to borrow dishes?	<input type="checkbox"/> Place order online	
If yes, event entrance fee?				
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 _____