

1912 Center Room Rental Application

Today's Date: _____

APPLICANT INFORMATION:

Organization Name	
Contact Name	
Is this your first time renting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
GR/LA/RG: \$40 per hour (plus tax)	<input type="checkbox"/> 501(c)3 Non-Profit (provide tax ID number):
GR/LA/RG \$40 per hour (tax exempt)	<input type="checkbox"/> Governmental Organization (Tax Exempt- requires a form)
GR \$100/ LA & RG \$80 per hr w/ tax	<input type="checkbox"/> Individual or For Profit Organization
Booking Fee (if required) \$50.00	Rates for Fiske Room & Arts Workshop: \$20 private/ \$15 nonprofit (plus tax)
E-mail Address	
Best Phone Number	
Alternate Phone Number	
Billing Address	

RENTAL EVENT INFORMATION:

Requested Rental Date(s)				
Possible Alternate Date(s)				
Room(s) Requested				
(rentals are for a solid block of time)	Set-up Start	Event Start	Event End	Clean-up Done
Times				
Purpose of Use				Small Rm Large Rm
Expected Number of Attendees	Tablecloth Use Fee		<input type="checkbox"/> \$50 <input type="checkbox"/> \$75	
	PA System	Screen	Podium	Extra Rooms
Special Set-up Equipment				<input type="checkbox"/> \$30 Access
Will you be serving alcohol?	<input type="checkbox"/> \$25 Fee (requires a Moscow licensed caterer with an official permit)			
Will you want to use the kitchen?	<input type="checkbox"/> \$30 Access Fee		Tablecloth colors:	
Is this event open to the public?	Will you want to borrow dishes?			<input type="checkbox"/> Yes (kitchen req.)
Is there an 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 the 1912 Center rental procedure seen on our website.

Signature _____