



## 2023 Room Rental Form

### Applicant Information:

Applicant Name: \_\_\_\_\_ Name of Office: \_\_\_\_\_  
Applicant Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Event Details:

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ **Expected Attendees:** \_\_\_\_\_

Event Description: \_\_\_\_\_

Will you serve food? \_\_\_\_ Yes \_\_\_\_ No

### Fee's:

\_\_\_\_ 4 hours with coffee **\$800.00**

\_\_\_\_ Full Day rental **\$1500.00**

### **Optional:**

1. \_\_\_\_ Continental Breakfast is **\$10.00** per person
2. \_\_\_\_ Lunch is **\$20.00** per person

### Room Set Up:

- A. \_\_\_\_ Classroom Style (**note: max 125**)
- B. \_\_\_\_ Theater Style (**note: max 175**)

### Additional Items we offer, check off what is needed

- A. \_\_\_\_ 85" LCD Television
- B. \_\_\_\_ HDMI Connection
- C. \_\_\_\_ Wireless Internet
- D. \_\_\_\_ Easel or Whiteboard
- E. \_\_\_\_ Lecture Podium
- F. \_\_\_\_ Microphone

**\*\*A Non-Refundable Deposit of \$200.00 must be submitted upon approval of room rental to secure date.  
A \$100.00 cleaning fee is added on all room rentals. Check payable to GBR, attention: Sue TenEyck\*\***