



2024 Member Room Rental Form

Member Information:

Member Name: _____ Name of Office: _____

Member Cell 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 **\$600.00**

____ Full Day rental **\$1100.00**

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 requested:

- 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**