



2024 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****