



Room Rental Form | The Corral & Kitchen

You will receive a notification from The Family Center confirming the dates and times you have requested. Full payment of the room rental is due at the time of scheduling. We accept cash, check (payable to The Family Center of Gap), or credit card (Visa and MasterCard). Cancellation is required 5 days prior to the date of your event to be eligible for a full refund. Your signature on this form indicates your agreement with the uses, policies, procedures, and guidelines outlined in the attached policy.

Applicant Information

Applicant's Name: _____

Name of Organization: _____

Mailing Address: _____

Contact Phone Number: _____ E-Mail Address: _____

Event Details

Date(s): _____ Start Time: _____ End Time: _____

Total # of Attendees: _____

(Max 60 at tables / 75 standing or conference style)

Event Description: _____

- Will you have outside catering at your event? Yes No
- Will you (or a caterer) be preparing a meal in the Corral kitchen? Yes No
- Would you like a catering referral? Yes No

Availability: Monday – Sunday, 9:00 AM – 10:00 PM

Fees** (Please select from the pricing options below. Non-profits must provide proof of 501C3 Status.)

- | | |
|--|--|
| <input type="checkbox"/> \$25.00 per hour (up to 4 hours) | <input type="checkbox"/> Non-Profit \$12.50 per hour |
| <input type="checkbox"/> \$125.00 per day (more than four hours) | <input type="checkbox"/> Non-Profit \$75.00 per day |
| <input type="checkbox"/> \$50.00 Kitchen (Any amount of time) | <input type="checkbox"/> Non-Profit \$25.00 per day |

Total Room Rental Fees (Total hours/days X hourly/daily fee)	\$	
Total Additional Fees (totals from back side of this form)	\$	
TOTAL DUE	\$	

**If your event lasts beyond 10:00 PM, a fee of \$100.00 per hour (or any part of an hour) will apply.



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Room Set-Up

Room set-up is not included in the rental fee. Tables and chairs are located in closets along the east wall of the Corral. Set-up and tear down is the organizer's responsibility unless otherwise specified. Fees will apply.

Available at additional costs: (The following items are available for an additional cost. Select options that apply, indicate quantity needed, and specify total cost.)

Table and chair set-up/tear-down \$50.00

_____ \$

TOTAL COST OF ADDITIONS:
(carry over to front of form for total) \$

I have read the policies governing the use of meeting rooms at The Family Center of Gap and agree to all uses, policies, procedures, and guidelines. By signing below, I agree to these terms.

Signature of Applicant / Printed Name

Date

Staff Use Only:

- Payment received – Cash CC Check # _____ Payable entered to The JoAnn Group for room rental
- Scheduled and routed via Outlook invite