

**Name:**   
**Address:**   
**City, State, Zip:**   
**Email:**   
**Phone:**

**Date of Rental:**   
**Times of 4-hr block:**

x 4hr Block	# Extra Hrs	Room	Capacity at Tables	Price for 4hr Block	Price for Extra Hrs	Cost
		Small	20	150.00	38.00	
		Large	50	180.00	45.00	
		Full	100	220.00	55.00	
		Library	10	140.00	35.00	
		Skyroom	36	170.00	43.00	
		Backyard		220.00	55.00	

**Additional Charges**

Qty->	Description	Price	Cost
<input type="text"/>	Table Settings (80 available)*	\$1.00	
<input type="text"/>	Kitchen	\$30.00	
<input type="text"/>	A/V Equipment	\$25.00	
<input type="text"/>	Library (when backyard is rented)	\$50.00	
<input type="text"/>	5-foot tables (4 available)	\$0.00	
<input type="text"/>	6-foot tables (10 available)	\$0.00	
<input type="text"/>	Chairs (100 available)	\$0.00	
	<b>Subtotal:</b>		

**Discount Allowed:**

**Rental Total:**

Nonrefundable Deposit Due to secure the date:   
 Refundable Damage Deposit (separate check): 150.00

Balance, if any, is due one week before event:

I have read and agree to abide by the Rental Guidelines.

\_\_\_\_\_  
 Signature Date

**For office use only:**

Date	Chk#	Notes	Amount

Actual Attendance: \_\_\_\_\_  
 Cleared for refund  
 of damage deposit: \_\_\_\_\_

\*Table Settings:   
 Desk Calendar;  Google Internal Calendar