|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Event: | | | | | |
| Time of Event: | | | | | |
| Time of Event Including Set-up and Clean-up | | | | | |
| Arrival Time: | Departure Time: | | Total Number of Hours: | | |
| Type of Function: | | | | | |
| Number of Attendees (please confirm final head count 1 week prior to event): | | | | | |
| Renter Name (or organization name, if applicable): | | | | | |
| Contact /Authorized Event Representative: | | | | | |
| Contact Information | | | | | |
| Phone (main): | | | Phone (cell): | | |
| Email: | | | | | |
| Full Address: | | | | | |
| Vendor Information | | | | | |
| **Vendor # 1** | | | | | Arrival Time: |
| Vendor Name/Type: | | | | | Phone (main): |
| Full Address: | | | | | |
| **Vendor # 2** | | | | | Arrival Time: |
| Vendor Name/Type: | | | | | Phone (main): |
| Full Address: | | | | | |
| **Vendor # 3** | | | | | Arrival Time: |
| Vendor Name/Type: | | | | | Phone (main): |
| Full Address: | | | | | |
| Main Function Room Set-up (check all that apply) | | | | | |
| Lecture style: | | Seated: | | U-shaped Set-up: | |
| Number of Tables and Chairs Needed (specify number needed) | | | | | |
| Round Tables – 4 ft. diameter fit 7 chairs each (10 tables available): | | | | | |
| Rectangular Tables – 6 x 2.5 ft. fit 8 chairs each (10 tables available): | | | | | |
| Rectangular Tables – 6 x 2 ft. fit 8 chairs each (11 tables available): | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment/Facilities Requested (check all that apply) | | | | |
| * Kitchen | * Main Function Room | | * Patio | * Internet |
| * Digital Projector | * Podium | | * Whiteboard | * Folding Easel |
| * Table-top Lectern | * Screen | | * 36-cup Hot Water Urn (2 available) | * 36-cup Coffee Urn (2 available) |
| Special Requests: | | | | |
| Total Due: $ | | Cleaning and Damages Deposit: $250 | | |

I understand that this contract is subject to the terms and conditions contained in the Rental Information and Guidelines. My signature below indicates that I have read the Garden in the Woods Rental Information and Guidelines and that I assume full responsibility for the behavior of my guests, caterers, vendors, and others associated with my event at Garden in the Woods.

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Print Name/Write Signature Date