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| 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): |

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| 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