

## Building Rental and Use Form

### CONTACT

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### EVENT INFORMATION

Event Type: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Hours: \_\_\_\_\_

*Include set up and tear down time*

*\$75 first two hours; \$25/hour each additional hour*

Number attending: \_\_\_\_\_

*80 person capacity for meetings, lectures, receptions*

*60 person capacity for meals*

### AMENITIES:

Kitchen Use:  Yes  No *\$50 flat fee*

Table Linens:  Yes  No *\$15 flat fee*

Set Up/Tear Down:  Yes  No *\$50 flat fee*

Number of Tables Needed:

*8' Rectangular Table seats 8 (6 on hand)* # \_\_\_\_\_ 8' rectangular tables

*6' Rectangular Table seats 6 (8 on hand)* # \_\_\_\_\_ 6' rectangular tables

*5' Round Table seats 8 (8 on hand)* # \_\_\_\_\_ 5' round tables

*GAR Hall has several permanent tables and display items in the gallery. Some tables and desks may be used for your event. Please stop in the gallery to discuss your event with a YAA representative.*

*Please detail the room arrangement for YAA set up purposes.*

