

Application to Rent Woodman Hall

Name of organization or party	Contact name
Mailing address	Email address
Type of event	Telephone number & hours available
	Hours of use (include setup, take down, cleaning)
Date of event (include start and end)	Will alcohol be served? YES NO <i>(May require WA state Liquor Permit be posted.)</i>
Estimated number attending	Permit #

Be sure to include a deposit check with your application to secure your date.

Mail to: Rentals Lopez Island Senior Center; PO Box 91, Lopez Island WA 98261

----- Do not write below this line ----- for use by Events Coordinator -----

Date application received:

Rental fee calculated from rental rates:

Damage deposit:

Subcontract post-event cleaning: YES NO

Rental Rates for Woodmen Hall

Your rental includes: Check which apply <input type="checkbox"/>	•	•	•
With Kitchen	Without Kitchen		Off-site Location
Butler Pantry	X	X	Not available
Food Warmer	X		Not available
Tables, round/rectangular	X	X	Not available
Chairs	X	X	Not available
Refrigerator/Freezer	X	X	Not available
Public Address System (microphone, stand, cord)	X	X	Not available
Projector & Screen	X	X	Not available
Wireless Microphone	X	X	Not available
Wireless Headset	X	X	Not available

Fee Schedule - Circle Your Choice

Hall rental	\$70.00 per hour	\$50.00 per hour	
	Damage Deposit \$300.00	Damage Deposit \$200.00	

Additional Equipment - Circle What You Will Use

Second Speaker	\$10.00	\$10.00	Not available
Full Sound System ¹	\$40.00	\$40.00	Not available
Stage Light Control Board	\$20.00	\$20.00	Not available
Tablecloths, round (8)	\$12.00 ²	\$12.00 ³	Not available
Place setting (6 pieces) ⁴	included	included	Not available
Chairs, metal folding			\$3.00 each Plus: Deposit \$50.00
Tables, plastic white			\$5.00 each Plus: Deposit \$50.00

¹ No sound technician is provided with the Sound System.

² Rental of table cloths is for the lot. Must be returned clean and ironed.

³ Rental of table cloths is for the lot. Must be returned clean and ironed.

⁴ A place setting consists of dinner and salad plates, soup, bowl, water and wine glass.