

## Application to Rent Woodman Hall

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

*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* -----

<b>Date application received:</b>
<p><b>Rental fee calculated from rental rates:</b></p>  <p><b>Damage deposit:</b></p>  <p><b>Subcontract post-event cleaning:   YES   NO</b></p>

## Rental Rates for Woodmen Hall

<b>Your rental includes:</b>	•	•	•
<b>Check which apply <input type="checkbox"/></b>	<b>With Kitchen</b>	<b>Without Kitchen</b>	<b>Off-site Location</b>
<b>Butler Pantry</b>	X	X	Not available
<b>Food Warmer</b>	X		Not available
<b>Tables, round/rectangular</b>	X	X	Not available
<b>Chairs</b>	X	X	Not available
<b>Refrigerator/Freezer</b>	X	X	Not available
<b>Public Address System (microphone, stand, cord)</b>	X	X	Not available
<b>Projector &amp; Screen</b>	X	X	Not available
<b>Wireless Microphone</b>	X	X	Not available
<b>Wireless Headset</b>	X	X	Not available
<b>Fee Schedule - Circle Your Choice</b>			
<b>Hall rental</b>	<b>\$70.00 per hour</b>	<b>\$50.00 per hour</b>	
	<b>Damage Deposit</b>	<b>Damage Deposit</b>	
	<b>\$300.00</b>	<b>\$200.00</b>	
<b>Additional Equipment - Circle What You Will Use</b>			
<b>Second Speaker</b>	<b>\$10.00</b>	<b>\$10.00</b>	Not available
<b>Full Sound System<sup>1</sup></b>	<b>\$40.00</b>	<b>\$40.00</b>	Not available
<b>Stage Light Control Board</b>	<b>\$20.00</b>	<b>\$20.00</b>	Not available
<b>Tablecloths, round (8)</b>	<b>\$12.00<sup>2</sup></b>	<b>\$12.00<sup>3</sup></b>	Not available
<b>Place setting (6 pieces)<sup>4</sup></b>	<b>included</b>	<b>included</b>	Not available
<b>Chairs, metal folding</b>			<b>\$3.00 each Plus: Deposit \$50.00</b>
<b>Tables, plastic white</b>			<b>\$5.00 each Plus: Deposit \$50.00</b>

<sup>1</sup> No sound technician is provided with the Sound System.

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

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

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