 **Room Rental Agreement**

*Please indicate the total number of hours you plan to use the room, which* ***includes*** *set-up and clean-up.*

**Building Rental hours: 8:00 AM – Midnight**

Rates:

* For members: Per hour during business hours $30.00
* For non-members: Per hour during business hours 35.00
* For member: Per hour after hours 45.00
* For non-members: Per hour after hours 50.00
* Kitchen access without cooking 50.00
* Kitchen access with cooking 125.00

  **TOTAL FEE:**

**Gallery II**

  **TOTAL USE FEE $**

* Deposit – Credit card pre-authorization taken and charged as required
* Cleaning fee of $20 per hour if facility is not left clean per posted procedures
* Damage fees are assessed as warranted

Will wine or beer be served? 🞎 Yes 🞎 No **If yes, permits required. See written Room Rental Policy**

Will food be catered? 🞎 Yes 🞎 No

Will food be prepared on site? 🞎 Yes 🞎 No **If yes, answer the following question**.

Will the event be open to the public? 🞎 Yes 🞎 No **If yes, Food Handler permits are required**

Date(s) of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of guests:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**DOES NOT** include your set up, take down or cleaning time)

Total Room Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**INCLUDES** set up, take down and cleaning time)

**WAIVER OF LIABILITY:** By signing below, I/we hereby release Umpqua Valley Arts Association and the City of Roseburg from any liability resulting from any incident during our event at UVAA. I/we assume full responsibility for any and all activities that take place at our event and I/we will be responsible for any liability, litigation or other concerns resulting from anything that happens at our event.

**Cancellation or Change in Reservation:** Refund given with 14-day advance notice of cancellation, in writing - see Room Rental Policy for full details. Date change will be considered on a case-by-case basis. Please notify UVAA of any change in contact information.

***I have read, understand and agree to follow the UVAA policies enclosed with this agreement.***

**Event Representative Signature: Date:**

**UVAA Staff Signature: Date:**

**Total Rental Fee $ Date: Receipt # Credit card Information**