HITCHCOCK CENTER ROOM RENTAL APPLICATION

APPLICANT INFORMATION

Contact Name:

Group/Organization: Phone:

Current Address:

City: State: Zip:

Email:

EVENT INFORMATION

Type of Event:

Date of Event: Number of People Attending:

Start Time: End Time:

Setup / Cleanup Time Needed: Total Hours:

ROOM INFORMATION

Do you have a room preference? If so, please check: West   East   Rachel

What equipment/furniture do you need? Check below:

Rectangular Tables   Round Tables   Chairs   AV Equipment ($20 charge)

List how many tables and chairs you will need:

FOOD

Do you plan to serve food?   Yes   No

If you plan to serve food, please describe:

FEES

Type of Group	Monday – Friday 9am – 4pm	Weekends / af on weekdays
Non-Profit/Community Group	Open hours rate $20/hour	After hours rate $60/hour
Institutional/Government	Open hours rate $50/hour	After hours rate $100/hour
Individual/ Business	Open hours rate $60/hour	After hours rate $120/hour

Room Fee $ X # of Total Hours   = $

AV Fee $20 / After-hours rate $30   = $

Additional Room upcharge 25%   = $

Total Rental Fee: = $

Please sign below, authorizing the verification of the information provided on this form.