|  |  |  |  |
| --- | --- | --- | --- |
| **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)**  **How many tables will you need?** | | | |
| **FOOD** | | | |
| **Do you plan to serve food? Yes No**  **You are welcome to bring in food or use a caterer. Please know that there is NOT a refrigerator or public kitchen. We do ask that you remove all trash at the end of your event.** | | | |

**Limitations: Hitchcock Center is a nonprofit, nonpolitical 501(c)(3) and as such is prohibited from, "intervening in political campaigns." To steer clear of any impropriety we do not rent our facilities to PACs or any groups conducting explicitly political activity.**

**Rental Rates**

*Our normal business hours are Monday-Friday, 9:00 am – 4:00 pm. Please note that events scheduled outside of those hours will be charged at the after hours rate.*

**Non-Profit with 501(c) 3, Local Community Group, or K-12 School**

* $50/hour, during business hours Monday-Friday, 9-4
* $75/hour, during evenings and weekends

**Universities or Government**

* $60/hour, during business hours Monday-Friday, 9-4
* $100/hour, during evenings and weekends (includes staff cost)

**For Profit Business or private parties**

* $80/hour, during business hours Monday-Friday, 9-4
* $120/hour, during evenings and weekends (includes staff cost

There is a $20 audio visual use fee, per event if the system is needed. There is a room up-charge of 25% if an additional room is needed.

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| --- | --- | --- |
| **Type of Group**  *Check the type of group* | **Our business hours are: Monday – Friday**  **9am – 4pm**  *Business hours rate* | **Weekends / after- hours on weekdays**  *After hours rate* |
| * **Non-profit, community group, or K-12 school** | $50 / hour | $60 |
| * **Universities or government** | $60 / hour | $100 |
| * **For profit business or private parties** | $80 / hour | $120 |

**Calculate the cost of your rental:**

|  |  |  |
| --- | --- | --- |
| ***What rate will you pay?*** | ***How many hours will you need the room?*** | ***Cost*** |
| Business hour rate $\_\_\_\_\_\_\_\_\_\_\_\_ | X Total # of business hours \_\_\_\_\_\_\_\_\_\_\_=  *Monday-Friday, 9 am-4pm* | $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| After-hours rate $ \_\_\_\_\_\_\_\_\_\_\_\_ | X Total # of after-hours \_\_\_\_\_\_\_\_\_\_\_\_\_ =  *Any hours after 4:00 pm or on weekends* | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Subtotal** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you renting more than one room? | If so, add a 25% upcharge to the subtotal | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Will you need to use the AV system? | If so, add $20 to the total | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Total Rental Fee** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |