Event Request Form

Organization or Renter Name: _____ Date of Event: _____

Email: _____ Phone: _____

Address: _____

Name of Event: _____ Number of Guests: _____

Starting time (include set up): _____ Finishing time (include tear down): _____

Location:

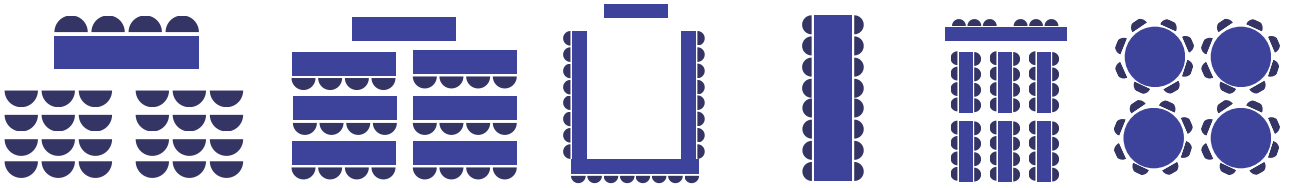
- ○ Event Center Large Event*
  $250/4hrs | $400/8hrs
- ○ Event Center Small Event**
  $50/hr | $350/8hrs Limited Set-up
- ○ Library Meeting Room
  $50/hr | $350/8hrs Limited Set-up
- ○ Community Classroom
  $25/hr | $125/8hrs (30 ppl)
- ○ Darr Conference Room
  $25/hr | $125/8hrs (20 ppl)
- ○ Outdoor Space
  $50/4hrs | $100/8hrs
- ○ Community Kitchen
  $25/hr | $125/8hrs

Extras:

- ○ Audio/Visual Equipment + Staff (1)
  $25/hr | $150/8hrs
- ○ Audio/Visual Equipment only
  $25 One-time fee

General Location Arrangement: Please circle your preference below

Theater | Classroom | U-Shape | Conference | Banquet | Banquet Rounds



Additional Requests/Notes:

All requests are subject to availability and approval. Please inquire about specific needs. Residents of Grant Beach Neighborhood are eligible for a 25% discount. Current tenants of The Fairbanks are eligible for a 50% discount.
50% deposit is required.
*Large event is 51 to 175 attendees
**Small Event is 50 or less attendees