

EVENT VENUE REQUEST AND AGREEMENT

About Your Event:

Date of Application _____

One-time Event Yes No Approximate number of attendees _____
Date of Event _____
Time of Event _____ Set-up _____ Take-down _____

Recurring Event Yes No Approximate number of attendees _____
Effective from (month/day/year) _____ until (month/day/year) _____ Occurrence
Time of Event _____ Set-up _____ Take-down _____

Type of Event:

Wedding Service

Rehearsal Date _____ Time _____ to _____
Reception at ASUUC? Yes No Time _____ to _____
Catered? Yes No

Life Celebration Memorial Service

Reception at ASUUC? Yes No Time _____ to _____
Catered? Yes No

Do you have your own officiant? Yes No Do you want our Minister to officiate? Yes No

Other (Please describe event):

About You:

Contact Person(s) for Event

First and Last Name(s):

Telephone E-mail Address

Street Address

City/State and Zip Code

ASUUC Rental Rates

Special Packages	Rate
Wedding Service: Includes use of changing area, the Great Hall, Small Hall and Kitchen for the Rehearsal and the Service, for up to three hours (including set up) on the day of the wedding. Additional time is available at the regular hourly rate (see Rooms, Rates per Hour, below). Other special services are available for additional fees (see Special Services Rates per Hour below).	750
Memorial Service: Includes use of the Great Hall, Small Hall, and kitchen for up to two hours (including set-up) on the day of the event. Additional time is available at the regular hourly rate (see Rooms Rates per Hour below). Other special services are available for additional fees (see Special Services Rates per Hour below).	250

Rooms	Rates per Hour	Deposit *
Great Hall	150	50
Small Hall	50	50
Small Hall and Kitchen	75	50
Great Hall, Small Hall, and Kitchen	225	100
#6 Assembly Area (basement)	50	50
#7 Pine Room (basement)	50	50
#1, 2, 3 classrooms (basement)	25	25

Special Services	Rate per Hour
Event Coordinator: The Event Coordinator is necessary for receptions and serves as liaison to renters on the day of the event. The coordinator unlocks the building and remains on-hand for security, set-up, arranging the chancel (stage), temperature control, trash and snow removal, and for general facility operations to make your event's rental experience the best possible.	15
Visual Equipment and Technical Services: Includes use of the projector, screen, ASUUC laptop, and technical support during set-up, rehearsal, and event. One hour of set-up is customary and included for no additional charge. Time during event will be subject to the regular hourly rate.	25
Audio Equipment and Technical Services: Includes use of microphones and personal amplifiers (individual hearing aids) and technical support during event.	25
Housekeeping Services: The Housekeeper washes dishes and returns kitchen to its original order.	15
Tables and/or Chairs: Set-up, take-down and use of our tables and chairs in the Small Hall	10 per Event
<p>Agreement</p> <p>I/we agree to pay a total of \$_____ for rental fees. I/we have received a breakdown of these fees in the attached Rental Worksheet. I/we understand that the full payment of rental fees is required at least 30 days prior to the event date.</p> <p>Event-Authorized Signature _____ Date _____ ASUUC Representative _____</p>	

	Date	Room(s)	Time in	Time out	Total Hours	Fee per Hour	Total
Event:							
		Great Hall					
		Small Hall					
		Kitchen					
		#6 Assembly Area					
		#7 Pine Room					
		#1,2,3, Classroom					
		Nursery					
		Garden					
		Playground					
		Tables/Chairs					
Support Services							
<u>Pre-Event</u>							
		<i>Audio Tech</i>					
		<i>Video Tech</i>					
		<i>Coordinator</i>					
		<i>Deliveries</i>					
		<i>Tables/Chairs</i>					
		<i>Chancel Staging</i>					
<i>AV Requirements</i>							
<u>Event</u>							
		<i>Audio Tech</i>					
		<i>Video Tech</i>					
		<i>Coordinator</i>					
<u>Post Event</u>							
		<i>Coordinator</i>					
		<i>Housekeeping</i>					
Total							
Your Team							
Rental Consultant							
		Audio Tech					
		Visual Tech					
		Coordinator					
		Housekeeper					