

DATE (S) REQUESTED: _____ DAY(S) OF WEEK: _____

ORS WALDENSIAN ROOM APPLICATION

CONTACT INFO

NAME OF ORGANIZATION OR GROUP: _____

CONTACT: _____ PHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL: _____

EVENT INFO

EVENT TYPE: _____ EVENT TIME: _____

TIME BUILDING OPENED: _____ TIME BUILDING CLOSED: _____

OF PEOPLE ATTENDING: _____ **MAX 150 PEOPLE**

Decorating the day before is based on availability. If available, there is a fee of \$40 (2 hours)-Date: _____

Will alcohol be served/sold during your event? Yes No
(If yes, a separate application must be submitted for approval and \$25 fee must be paid prior to the event date)

Diagram your setup on reverse - Round Rectangular Mix -Tables (circle one)

Tables: (Rectangular 8 ft. long x 30 inches wide - seats 8) (6 Round tables available - 6ft in diameter- seats 8)

of Tables Needed for Seating _____ # of Tables Extra Tables _____

Extra Chairs _____ Projector System _____ Microphone _____ Podium _____
Surround Sound _____ Upright Piano _____ Dimming Lights _____

RENTAL FEES

\$105 for 5 hours of use. After 5 hours each additional hour will be \$20 (*Effective July 1,2016)

Additional Hours: _____

Alcohol/Decorating Fee: _____

Total Due: _____ 20% Deposit: _____ Balance Due/Date: _____

PAID STAMP

CANCELLATION POLICY

20% Deposit is due to secure day of rental and is **NON-REFUNDABLE** under any circumstances.

Full amount is **NON-REFUNDABLE** after 1 week prior to event

The Town of Valdese and the Old Rock School reserve the right to cancel and to void this contract if the deposit is not paid by the proper time. All users of the Rock School Auditorium are subject to the rules set by the Community Affairs Department and the Town of Valdese.

****IF ALARM SOUNDS PLEASE EVACUATE THE BUILDING IMMEDIATELY****

By signing below the applicant agrees to all guidelines listed in the Old Rock School Usage Policy & agrees to abide by the details of this contract: _____

DATE OF CONTRACT: _____ TAKEN BY: _____