

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

ORS WALDENSIAN ROOM APPLICATION

NAME OF ORGANIZATION OR GROUP: _____

CONTACT: _____ PHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL: _____

EVENT TYPE: _____ EVENT TIME: _____

TIME ROOM OPENED: _____ TIME ROOM CLOSED: _____

OF PEOPLE ATTENDING: _____ [MAX 150 PEOPLE]

Decorating the day before is based on availability. If available, there is a fee of \$50.

This includes 2 hours of decorating. Yes No - Date & Time: _____

Tables available: Rectangular 8 ft. long x 30 inches wide - seats 8- # Needed: _____

6 Round tables - 6ft in diameter- seats 8- # Needed: _____

10 Round tables- 5ft in diameter- seats 6- # Needed: _____

Check all that you will need during your rental:

- Extra Chairs (#) ____
- Projector System
- Microphone
- Podium
- Surround Sound
- Upright Piano
- Dimming Lights -You must provide your own laptop if one is needed.

Will alcohol be served/sold during your event? Yes No

(If yes, a separate application must be submitted for approval and \$75 fee must be paid)

\$105 for 5 hours of use. Each additional hour will be \$20. Additional Hours: _____

CANCELLATION POLICY

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

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

Full payment is due TEN DAYS prior to event date

The Town of Valdese and the Old Rock School reserve the right to cancel and to void this contract if the full payment is not paid by the proper time. All users of the Old Rock School 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:

Signature: _____

DATE OF CONTRACT: _____ TAKEN BY: _____

TOTAL DUE	DEPOSIT PAID	BALANCE DUE	PAID STAMP

WALDENSIAN ROOM SET UP

RENTAL FEES