

**East Whatcom Regional Resource Center (EWRRC)
8251 Kendall Road, Maple Falls WA 98266
360-599-3844**

RESERVATION FORM for Non-profits and Private Citizens

Date of Reservation _____ **Time: From** _____ **To** _____

Name of Applicant/Organization _____

Telephone #: (Work) _____ (Home) _____ (Cell) _____

Purpose of Rental _____ Expected Attendance _____

Chairs Amount _____ Rectangular Tables Amount _____ Round Tables Amount _____

Rental Rates:

Per hour rates	1 Activity Room Section	2 Activity Room Sections	3 Activity Room Sections	Project Room	Kitchen
Mon. – Fri.	\$10	\$15	\$20	\$10	\$10
Sat. Sun.	\$15	\$20	\$25	\$10	\$10

Fee: Activity Room hours _____ x (fee) _____ = \$ _____

Project room hours _____ x (fee) _____ = \$ _____

Kitchen hours* _____ x (fee) _____ = \$ _____

Alcohol use fee* (fee) \$60 = \$ _____

Total due \$ _____

*Appropriate permits required. Must be submitted to the EWRRC Main Office at least 2 weeks prior to event.

For EWRRC Staff Use Only: Date of Payment: _____ **Receipt #:** _____

Paid with:

- Check, Payable to The Opportunity Council, # _____ Cash Credit Card, Call 360-734-5121 ext. 301
 Permit(s) submitted

For facility related questions please call 360-599-3844.

I have read the attached East Whatcom Regional Resource Center Rental Requirements and agree to be responsible for the use of the facility under those conditions. I also understand that if any of the rules are not observed, the facility may be closed and reenter and all guests will be asked to leave.

Signed _____ Date _____

CANCELLATION AND REFUND POLICY: Cancellations made more that 14 days prior to arrival will result in refund of the fee less \$25.00 accounting fee. Cancellations made less than 14 days prior to arrival will result in forfeiture of the fee, unless the facilities are rebooked, less \$50.00 accounting fee.

AFTER HOURS ASSISTANCE: If the facility is locked at the scheduled time of your event, please call Nancy at 360-820-8709. If you do not hear back in a timely manner, you can call Bobbie at 360-671-5786. If you have exhausted all other efforts to unlock the facility to no avail, please call Dave at 360-739-7953. We apologize for this inconvenience in advance.