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:

<table>
<thead>
<tr>
<th>Per hour rates</th>
<th>1 Activity Room Section</th>
<th>2 Activity Room Sections</th>
<th>3 Activity Room Sections</th>
<th>Project Room</th>
<th>Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. – Fri.</td>
<td>$10</td>
<td>$15</td>
<td>$20</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Sat. Sun.</td>
<td>$15</td>
<td>$20</td>
<td>$25</td>
<td>$10</td>
<td>$10</td>
</tr>
</tbody>
</table>

Fee: Activity Room hours _______ x (fee)_______ = $_______

Project room hours _______ x (fee)_______ = $_______

Kitchen hours* _______ x (fee)_______ = $_______

Alcohol use fee* _______ (fee)_______ = $_______

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 renter 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.