

## Walatowa Visitor Center Conference Room Rental

**Date of Event:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Time of Event:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

<u>Set-up Style:</u>	<u>Maximum Seating Capacity:</u>	<u>Number of People:</u>
<input type="checkbox"/> Theater	75	_____
<input type="checkbox"/> Banquet	60	_____
<input type="checkbox"/> U-Shape	45	_____
<input type="checkbox"/> Hallow Square	35	_____
<input type="checkbox"/> Other	_____	_____

**Additional Services:**

Projector

Courtyard (Additional Charge)

Other: \_\_\_\_\_

**Deposit:**

A \$50 deposit is required and will be returned upon inspection of facility.  
 \*Walatowa Visitor Center will keep deposit in the event there is damage or if facility is left uncleaned.

**Rules and Regulations:**

- ➔ Smoking will **NOT** be allowed in the conference room.
- ➔ Users are expected to leave conference room in the same condition ;in which, he or she found it. Please wipe all tables, sweep, and spot mop.
- ➔ Users **MUST** provide own utensils for event: plates, napkins, spoons, forks, and knives.
- ➔ If kitchen accesories are used, please clean them (**toaster, coffee pot, water cooler, and microwave and conventional oven**).
- ➔ Remove all trash and place in dumpster located in Courtyard.
- ➔ Courtyard must be cleaned if used during the event.

**Cancellations:**

The Walatowa Visitor Center reserves the right to cancel access to the conference room at any time. The Contact Person for the scheduled event will be notified of the cancellation. A reasonable explanation will be given.

**Bill to:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Rates:**

Non-Tribal Deparment \$15/hour  
 Tribal Department & Forest Service \$10/hour  
 Additional hours are subject to fee adjustments.

I have read and agree to the terms outlined above: \_\_\_\_\_  
 Signature

**WVC Staff Information**

Date Reservation Made: \_\_\_\_\_

Reservation Made By: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Invoice Submitted by: \_\_\_\_\_

Date Paid: \_\_\_\_\_