



Reservation Request Form

Name of Organization: _____

Contact Name: _____

Email/Phone: _____

Mailing Address: _____

Reservation Date & Time: _____ # of Guests: _____

Will Your Event Include the Following:

____ Use of green|spaces tables (9) and chairs (60) How many? _____

____ Serving of Alcoholic Beverages

____ Use of projector & screen

____ Serving of Food

Purpose of Use: _____

Setup Configuration: _____

Additional Notes:

Weekend Rental Fees:

Non-Members: \$100/Hour

Members: \$50/Hour

Weekday Rental Fees:

Non-Members: \$50/Hour

Members: \$25/Hour

Additional Rental Fees:

Serving of Alcoholic Beverages: \$100

Over 65 Attendees: \$100

Setup \$50

Any Damage to the space or contents within it will also incur reasonable fee associated with repair.

Total: \$ _____