

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Event Information**

Organization: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Text? Yes ☐ No ☐

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Options**

**Date of Event:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time of Event:** \_\_\_\_\_

Event Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

GreatLife Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print



**Event Fees**

Time Room is needed: from \_\_\_\_ to \_\_\_\_

Estimated No. of attendees \_\_\_\_\_

Room Rental \$ \_\_\_\_\_

***Fri-Sun - 2 hour minimum***

*\$40/hour (Member Price)*

*\$50/hour (Non Member Price)*

***Mon-Thurs - 2 hour minimum***

*\$30/hour (Member Price)*

*\$40/hour (Non Member Price)*

Each additional hour \$ \_\_\_\_\_

Clean up fee \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Deposit Received on** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Amount Received \$** \_\_\_\_\_

**Cash / check #** \_\_\_\_\_ **/ Charge** \_\_\_\_\_

***Please initial all items on reverse side.***

## Additional Comments:

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\_\_\_\_\_ A signed copy of this agreement and payment (\$50.00 deposit - remainder due day of event) is due two weeks in advance of party. Deposit is non-refundable, however rescheduling is possible.

\_\_\_\_\_ Food and drinks need to be kept in the event room.

\_\_\_\_\_ Decorations are allowed in the event room as long as they do not damage the walls, floors or tables.

\_\_\_\_\_ Group is responsible to clean and return the room to its original state (vacuum floor, wipe tables, trash to dumpster, etc.) or elect to pay a \$50 clean up fee.

\_\_\_\_\_ **No alcohol beverages to be served in the event room, or event will be cancelled at that time and no refund will be issued.**

\_\_\_\_\_ Room capacity - 50 people.