

Great Room Rental Request Form

Contract Holder/Group Name: _____

Contact Person: _____

Return Deposit to: _____

Address: _____

Email address _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax: _____

Date of Event: _____ Day of Week: _____

Arrival Time _____ Start Time of the Event: _____ Depart _____

Detailed description of the event: _____

Approximately how many people do you expect to attend the event _____

Will you be Serving Alcohol (\$55.00 added deposit required) _____

Will you be Selling Alcohol (this includes selling drink tickets or included in admission cost) _____

Event Set Up

- | | |
|--|---|
| <input type="checkbox"/> Sit Down Dinner Style (Round tables) 140 Max* | <input type="checkbox"/> Conference Style (tables w/chairs facing screen) 76 Max* |
| <input type="checkbox"/> Theater Style (chairs in rows) 200 Max* | <input type="checkbox"/> Class Room Style (rectangular tables only) 38 Max* |
| <input type="checkbox"/> Open Floor (no tables or chairs) 299 Max* | <input type="checkbox"/> Other (floor plan to be approved for occupancy) |

*Max = maximum event attendance for set up

Kitchen Services

- Use of Kitchen Countertops & appliances (\$50.00) **OR** Kitchen Dishware (\$2.25 per person \$50.00 deposit)

Additional Services

- | | |
|--|---|
| <input type="checkbox"/> Coffee Service Full Day (\$2.00 per attendee) | <input type="checkbox"/> Coffee Service Half Day (\$1.25 per attendee) |
| <input type="checkbox"/> Flatware (\$.25 per place setting - \$50.00 deposit) | <input type="checkbox"/> Glassware rental (\$.50per glass- \$50.00 deposit) |
| <input type="checkbox"/> Linen Service (\$8.00 per table - \$50.00 deposit) | <input type="checkbox"/> Staff Clean Up (\$60.00 per hour does not include kitchen) |
| <input type="checkbox"/> Napkins (\$1.00 per napkin - \$50.00 deposit) | |

Rental Rates:

Minimum 3 hrs @\$200 & \$60 per additional hour

10 Hrs \$570 Weekdays \$600 Weekends

11 - 14 Hrs. \$700 Weekdays \$750 Weekends

For Office Use Only

Deposit Received _____ MARS # _____

Calendar _____ Outlook _____

Tracking Posted _____

Contract Mailed _____

\$225 Deposit Required to Secure Date

VISA, M/C, check & cash accepted: Checks payable to City of Eureka

All Deposits to be processed upon receipt and refunded only by check from City of Eureka Finance Department (requires 2 – 6 weeks processing time)

Return with Deposit to:

Eureka Public Marina

#1 Marina Way

Eureka, CA 95501

Phone: 268-1973 Fax: 441-4040

\$2 Million Liability Insurance Required For All Rental