

Bay 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: _____ Departure Time: _____

Detailed description of the event: _____

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

Will you be Serving Alcohol (\$55 added deposit required) _____

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

Event Set Up

Sit Down Dinner Style (6 chairs per table) 60 Max* Conference Style (tables w/chairs facing screen) 30 Max*

Theater Style (chairs in rows) 80 Max* Open Floor (no tables or chairs) 80 Max*

Other (floor plan to be approved for occupancy)

*Max = maximum event attendance for set up

Additional Services

Coffee Service Full Day (\$2.00 per attendee) Coffee Service Half Day (\$1.25 per attendee)

Linen Service (\$8.00 per table - \$50.00 deposit) Napkins (\$1.00 each)

Staff Clean Up (\$50.00 per hour does not include kitchen)

Rental Rates:

Minimum 3 hrs @\$11 0.00 & \$35.00 per additional hour

10 Hrs \$300.00 Weekdays \$315.00 Weekends

11 - 14 Hrs. \$375.00 Weekdays \$400.00 Weekends

For Office Use Only

Deposit Received _____ MARS # _____

Calendar _____ Outlook _____

Tracking _____

Contract Mailed _____

\$120.00 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