Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-up time \_\_\_\_\_\_\_ Event time \_\_\_\_\_\_\_ End time \_\_\_\_\_\_\_(you will be charged a fee if your event does not end when scheduled)

Purpose of rental use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approximate attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_

**The maximum occupancy of the Elwha Klallam Heritage Center (EKHC) Conference Room is 49 people.**

Receive a 10% discount if you book six events within 12 months and pay upon the first event.

**Terms**

* Room rental shall be on a first come, first serve basis once rental agreement is on file
* Room availability is Monday-Sunday 8:00 a.m.-9:00 p.m.
* The Elwha Klallam Heritage Center reserves the right to terminate a contract as we see fit
* All individuals and/or businesses must complete a room rental agreement form
* Payment is due on the day of room use
* The room will be set up with tables and chairs to your specifications by the EKHC staff. The EKHC is a smoke-free building
* Audio visual requirements will be set up to your specifications
* Without incurring extra charges, events may be held during EKHC hours at $150 per half day, $325 for full day. Hours of Operation: Tuesday-Friday: 8:00 a.m.-5:00 p.m.
* After hours and weekend renters will be provided a staff person to set up, tear down, and secure building.
* For a list of caterers please see the front desk
* If serving food you must possess the proper permits prior to your event (if the event is open to the public)

**Regulations**

* Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to EKHC staff immediately
* The room must be left in a neat, clean and orderly condition. If these conditions are not met, a room clean-up fee of $200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement
* Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures
* It is understood that the EKHC is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the EKHC harmless of any such damages

**Additional Fees**

* The kitchen may be used to gather food and beverages for a fee of $20.00. Equipment available for use includes a refrigerator, microwave, coffee maker and toaster. (**For full kitchen access please fill out the kitchen rental agreement**)
* A dish fee will be charged if you use the cookware/flatware provided by the EKHC. Your fee will be based on the attendance of your group
* Overstay Fee of $50.00 will be charged for every 15 minutes past your indicated rental time
* Copying fees; B&W .15, Color .25 per page

Room set up Instructions: (please indicate if you require a specific set up): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Available equipment (please circle what you will need):

Wireless microphone Projector Dry erase board Podium Conference Phone

**Pricing** Non-profit rates please speak to Event Coordinator

|  |  |  |
| --- | --- | --- |
| $150 per half day (4 hours) | X | = |
| $325 per full day (9 hours) | X | = |
| $50 per hour weekend/after hours (2hr min) | X | = |
| $20 Kitchen prep | X | = |
|  | Total fees: | $ |

**Checks payable to the Elwha Klallam Tribe. Cash or check only, credit cards cannot be accepted. Receipt available upon request.**

**By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form must be returned as soon as possible in order to confirm your meeting room date and time.**

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Thank you,

Elwha Klallam Heritage Center

401 E. 1st Street

Port Angeles, WA. 98362

P: 360.417.8545

F: 866.295.9460

Heritage.center@elwha.org