

Facility Use Application

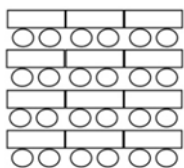
1. Name of Business: _____
2. Type of Event: _____
3. Date of Use: _____ Time: _____
4. Estimated Number of Participants: _____
5. Contact Person: _____ Email: _____
6. Address: _____
7. Phone: _____
8. Will food be served? ____ Yes ____ No
9. Is the public invited? ____ Yes ____ No
10. Is a fee being charged for the event? ____ Yes ____ No
11. Do vendors or participants have booths to set up? ____ Yes ____ No

Requested Equipment: (Identify your equipment needs with an X)

- ____ Microphones
- ____ Podium of Technology (Computer, VCR, DVD, LCD Projector & Screen)
- ____ 30 Cup Coffee Pots
- ____ 50 Cup Cold Beverage Server ****These are subject to change.**

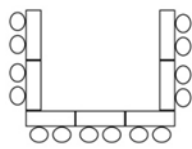
Setup Styles Available: (Circle your choice)

Classroom



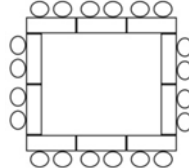
SEATING CAPACITY
UP TO 70

U-shape



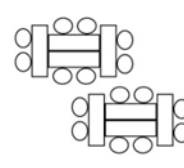
SEATING CAPACITY
UP TO 36

Tables in 'O'



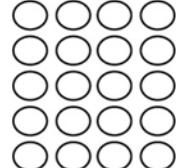
SEATING CAPACITY
UP TO 46

Pods



SEATING CAPACITY
UP TO 8 PODS

Chairs Only



SEATING CAPACITY
UP TO 100

Conference Room Use Fees:

____ **\$200/Half Day**



____ **\$300/Full Day**

(Over 4 hours)

Holding Reservation Deposit: The User must submit a "Holding Reservation Deposit" of \$50. Upon payment, the User will be placed on the facility use calendar. This deposit will be applied toward the rental fee and is refundable upon written notification of cancellation **at least 60 days prior to event**; otherwise, it is non-refundable.

SUBMIT THIS FORM BY EMAIL TO – info@kimmelorchard.org