



# GENERATIONS SOUTHEAST

PRINCE OF WALES

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(907) 463-8019

## Prince of Wales Room Rental Form

Please complete this Room Rental Form to reserve one or more of the Generations Southeast Prince of Wales rooms.

### PART I Renter Information

<b>Company Name:</b>						
<b>Your Name:</b>	First	Middle			Last	
<b>Mailing Address:</b>	Street/P.O. Box		City		State	Zip
<b>Email Address:</b>						
<b>Phone Number:</b>						

### PART II Room Selection

Room	Dates	Time	WEEKDAY RATES		WEEKEND & EVENING RATES	
			FULL DAY	HALF DAY	FULL DAY	HALF DAY
Business Classroom			\$200	\$100	\$250	\$150
Computer Lab			\$100	\$50	\$150	\$100
Wood Shop			\$300	\$200	\$350	\$250
Welding Studio			\$300	\$200	\$350	\$250
Wet Lab (Non-Hazardous)			\$200	\$100	\$250	\$150
Laptop Rental			\$25	\$25	\$25	\$25
Meeting Owl Camera			\$50	\$50	\$50	\$50
Coffee Service			\$30	\$30	\$30	\$30
<b>TOTAL:</b>						

### PART III Room Setup

Function Name:			
# of Participants:		Room Setup:	Classroom/U-Shape/Chairs Only/etc.

### PART IV Amenities

*Check items below to reserve*

<input type="checkbox"/> Dry Erase Markers	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Kitchen and Break Room Access	<input type="checkbox"/> P.A. System in Business Classroom Only

### PART V Payment Information

<input type="checkbox"/> Cash or Check	Check #:	Amount:
<input type="checkbox"/> Purchase Order	Purchase Order #:	
T&H Account Code:		
<input type="checkbox"/> Credit Card	Credit Card #:	<input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> MasterCard
	Expiration Date:	Security Code:
	Billing Address:	
	Name on Card:	Authorized Signature:

### PART VI Policies and Acknowledgement

***Cancellation/Rescheduling Policy:*** Cancellations or schedule changes made within 7 days of a room rental date will be charged a \$100 cancellation fee or a \$50 rescheduling fee. You may reschedule your event by issuing a new rental agreement.

***Right to Cancel:*** In the event Generations Southeast needs to cancel, all room fees will be refunded.

**AGREEMENT:** *I have read and agree to the policies of Generations Southeast Prince of Wales.*

Signature:		Date:	
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