



# GENERATIONS SOUTHEAST

LYNNWOOD

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(907) 463-7375

## Lynnwood Room Rental Form

Please complete this Room Rental Form to reserve the Lynnwood Long House and Court Meeting Room.

Room availability: Monday–Friday, 8 a.m.–8 p.m. and Saturday–Sunday, 8 a.m.–9 p.m.

### 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	Times	WEEKDAY RATES		WEEKEND & EVENING RATES	
			FULL DAY	HALF DAY	FULL DAY	HALF DAY
Full Long House			\$275	\$225	\$375	\$275
Front-Half of Long House			\$200	\$165	\$300	\$215
Back-Half of Long House			\$200	\$165	\$300	\$215
Court Meeting Room			\$425	\$325	\$525	\$375
Meeting Owl Camera			\$50	\$50	\$50	\$50
<b>TOTAL:</b>						

### PART III Room Setup

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

**PART IV Amenities***Check items below to reserve*

<input type="checkbox"/> Easels and Markers	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> P.A. System	

**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**

**Room Rental Agreement:** All damages must be reported to T&H Staff/Representative immediately.

Renter is responsible for any damage to the facility and or contents/fixtures.

Renter is responsible for keeping all guests in designated areas.

Renter is responsible for clean up and disposal of excess food and garbage.

Renter understands that nothing should be attached or adhered to walls, fixtures, ceiling, or windows. 6 stools, 22 tables and 66 chairs are included with the Long House rental. 12 chairs are included with the Court Meeting Room rental. The tables and chairs should be returned to original configuration. T&H and the Lynnwood location is a drug, alcohol, and smoke free facility. This includes all forms of marijuana and vaping.

T&H is not responsible for any injuries and/or damages that occur during any private event in or out of the building.

**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. If T&H has an emergency situation, every effort will be made to contact the Renter as soon as possible. If the Renter needs to cancel, the deposit will be refunded within 10–14 business days.

**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 Lynnwood.*

Signature:		Date:	
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