



GENERATIONS SOUTHEAST

PRINCE OF WALES

6565 Boundary Road, Klawock, Alaska 99925

generationsseast@tlingitandhaida.gov

www.generationsseast.org

(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

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

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
TOTAL:						

PART III Room Setup

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

PART IV Amenities

Check items below to reserve

☐ Dry Erase Markers	☐ Overhead Projector
☐ Kitchen and Break Room Access	☐ P.A. System in Business Classroom Only

PART V Payment Information

☐ Cash or Check	Check #:	Amount:
☐ Purchase Order	Purchase Order #:	
T&H Account Code:		
☐ Credit Card	Credit Card #:	☐ Visa ☐ AmEx ☐ 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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