

Walatowa Visitor Center Conference Room Rental

Date of Event: _____ Contact Person: _____
Time of Event: _____ Telephone #: _____

<u>Set-up Style:</u>	<u>Maximum Seating Capacity:</u>	<u>Number of People:</u>
<input type="checkbox"/> Theater	75	_____
<input type="checkbox"/> Banquet	60	_____
<input type="checkbox"/> U-Shape	45	_____
<input type="checkbox"/> Hallow Square	35	_____
<input type="checkbox"/> Other	_____	_____

Additional Services:

Projector
 Courtyard (Additional Charge)
 Other: _____

Deposit:

A \$50 deposit is required and will be returned upon inspection of facility.

*Walatowa Visitor Center will keep deposit in the event there is damage or if facility is left uncleaned.

Rules and Regulations:

- ➔ Smoking will **NOT** be allowed in the conference room.
- ➔ Users are expected to leave conference room in the same condition ;in which, he or she found it. Please wipe all tables, sweep, and spot mop.
- ➔ Users **MUST** provide own utensils for event: plates, napkins, spoons, forks, and knives.
- ➔ If kitchen accesories are used, please clean them (**toaster, coffee pot, water cooler, and microwave and conventional oven**).
- ➔ Remove all trash and place in dumpster located in Courtyard.
- ➔ Courtyard must be cleaned if used during the event.

Cancellations:

The Walatowa Visitor Center reserves the right to cancel access to the conference room at any time. The Contact Person for the scheduled event will be notified of the cancellation. A reasonable explanation will be given.

Bill to:

Rates:

- Non-Tribal Department \$15/hour
 Tribal Department \$10/hour

Additional hours are subject to fee adjustments.

I have read and agree to the terms outlined above: _____
Signature

<u>WVC Staff Information</u>	
Date Reservation Made:	_____
Reservation Made By:	_____
Total Amount Due:	_____
Invoice Submitted by:	_____
Date Paid:	_____