

Rental-Details:

Contract Date: _____
Event Date: _____ Event Time: _____
Event: _____
Event Description: _____

Number of people expected: _____
Final Attendance number due 7-days prior to event**

Contact: _____
Address: _____

Phone#: _____ Alt Phone: _____
Email: _____

**** All Funds are due and payable before the start of the event.****

Cost:

Building Rental: _____ (\$40/Hr) 9:00 am-7:00 pm
Extra Hours: _____ (\$60 per hour)
AAOWC Membership Discount: _____
Sales Tax: _____ (8.5%)

TOTAL Estimate: _____

The AAOWC can provide limited tables, chairs, some accessories and cleaning services.
Requested set up: _____

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- Decorating must be approved by the AAOWC and done in a way as to not harm the walls, contents, or structure of the facility. No tape, stickers, tacks or nails in the walls. No birdseed or glitter confetti. Do not touch or move the artwork, this is a Gallery.
 - Alcohol is allowed ID, purchases and served by the contracting party, Washington State Banquet Permit/ Licensing when appropriate. The AAOWC is not responsible for the dispensing of alcohol. No alcohol will be consumed outside the building. Certificate of insurance is required by all sub-contractors.
 - No smoking in the building or within 25 feet of the front door.
 - The AAOWC is not responsible for lost or stolen items. Please be considerate of our neighbors. Children must not be left unattended.
 - Leave the AAOWC as you found it.