

Huxley Communications' Event Room Rental Application

Date of Application: _____

Applicants name: _____

Address: _____

Phone: _____

Name of Organization: _____

Are you a member of Huxley Communications Cooperative: _____ Yes _____ No

Date of Event _____ Time of Event _____

Rental Time: _____ 1/2 Day _____ All Day

Kitchen Area Rental (additional fee): _____ 1/2 Day _____ All Day _____

Number of Round Tables needed: _____

Number of 8 ft tables needed: _____

Number of 6 ft Tech Training tables needed: _____

Number of chairs needed: _____

What Audio/video needs do you have: _____

Type of Event _____

Number of expected attendees _____

Will beer or wine be served? _____ Yes _____ No

Will you be cleaning the room to the Regulation Standards and receiving deposit back? _____

Will you be paying Huxley Communications for cleaning and forfeit deposit? _____

Additional needs or special requirements: _____
