



WEDDING EVENT RENTAL FORM

Event:

Date of Event:

Enter date with Dawn

Enter into Google calendar (available to the public)

Date reservation made:

Time:	SR facilities needed:
Access to Spirit Room:	Event Begins:
Event Ends:	Number of guests expected:

Rates			
Wedding Ceremony	Gallery I Lotus Studio	\$200.00	
Wedding Reception	Gallery I Lotus Studio	\$400.00	
Ceremony and Reception	Gallery I Lotus Studio	\$600.00	

Additional Services			
Wine Glasses		\$35.00	
Event running beyond 10:00 pm (NO EVENT PAST 11:30pm)		\$55/hour # Hours:	
Decoration of Event Space (decorating by renter)		\$15/hour # Hours:	
Staff Required @ \$15/hr (1 staff for each 35)	# of Staff:	# Hours:	
Event Set up and break down @ \$13/hr (3hrs)	# of Staff:	# Hours:	
SIDE ONE TOTAL			
TOTAL COST OF EVENT			

Parking

We understand parking downtown can be difficult. Here are some suggestions for your parking needs!

- **Gate City Bank Parking Lot** (500 2nd Ave North) – Open after 5pm
- **Roberts Common Garage** (217 Roberts St. North) – first 2 hours are FREE, free nights and weekends
- **Mercantile Garage** (410 5th St North) - first 2 hours are FREE, free nights and weekends
- **Civic Center Ramp** (411 2nd Ave. North) – FREE after 5p.m. and weekends.
- **N.P. Ave. Lot** (636 NP Ave. North) – FREE after 5p.m. and weekends.
- **Block 9** (207 5th St North) – FREE after 6p.m. and weekends.

Credit Card Required to Hold Space

Credit Card Number:

Expiration Date: _

CVC:

Billing Zip code: _

**Deposits paid are to guarantee your time/ date and are nonrefundable.
You may pay in person with a check or cash, or pay online through
our Venmo or PayPal:**



10 Round and/or 6 rectangle tables, 60 banquet style chairs, Round and rectangle table linens (discuss color options with representative,) Table and chair set up and take down, Trash removal, Cleanup of event space, Kitchen – serving platters, serving bowls, serving utensils, electric kettles, Mr. Coffee

RENTAL RATES AND FEES. The Renter(s) agrees to pay the following rental rates and fees:

Venue Rental Rate. The Renter(s) agree to reserve the venue at the rate listed above.

- a. A \$40.00 fee will apply for every 30 minutes the event extends past the event end time. (To avoid additional charges, we recommend that you allow 45 minutes for breakdown time.)
- b. Subject to the express prior approval and at the Owner's sole discretion, use of the venue beyond the event end time hereinabove may be granted at the rate of \$100.00 per hour. Each additional hour is billed as a whole hour regardless of the actual minutes used.

- c. **Cleaning & Repair Fees.** Additional charges may be made for actual or estimated repair or cleaning costs to restore venue, grounds, equipment, or other property to the same condition prior to Renter(s) use of the venue and Owner's property. Renter will be notified before any charges are processed to the card on file.
6. **CANCELLATIONS.** All cancellations must be made to Spirit Room at least seven (7) calendar days prior to the Event Date. There are no refunds for any deposit. Renter(s) is responsible for payment in full if an event is cancelled less than seven days in advance of the event Set-up Date.
7. **PAYMENTS.** All payments due herein shall be made using cash, personal check or credit card. Personal checks shall be made payable to "Spirit Room" at 111 Broadway, Fargo, North Dakota. Any personal check for insufficient funds is subject to a \$30.00 returned check fee. Contract fees must be paid by the Event Date.

Contact Person:	Phone # of Contact:
Email:	Address:

Printed Name of Renter Date

Signature of Renter

Printed Name of Spirit Room Representative Date

Signature of Spirit Room Representative



ROOM LAYOUT (Please attach)

Spirit Room, 111 Broadway, Fargo, ND 58102. www.spiritroom.org 701-237-0230

The Spirit Room is a 501c3 non-profit organization dedicated to uplifting people's lives through the practice and development of creative, contemplative and healing arts.

