



## EVENT RENTAL FORM

Event:

Date of Event:

*Enter date with Dawn*

*Enter into Google calendar*

Date reservation made:

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

Weekend Special Celebrations/ Social Events			
Afternoon Basic Room Rental	Gallery I Lotus Studio	\$200.00	
Evening Basic Room Rental	Gallery I Lotus Studio	\$250.00	
Both Gallery 1 and Lotus Studio		\$400.00	

Weekday Rates		
*Entire day w/ chairs and tables, tablecloths		\$200.00
*Afternoon w/chairs only (2 hours)		\$75.00
*Evening w/chairs only (2 hours)		\$100.00
Time beyond 2 hours	# Hours:	\$20/hr
Entire day using both Gallery I and Lotus Studio		\$300

Additional Services		
Wine Glasses		\$35.00
Event running beyond 10:00 pm (NO EVENT PAST 11:30pm)	\$55/hour # Hours:	

SPIRIT  ROOM  
 FARGO

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:	
<b>SIDE ONE TOTAL</b>			
<b>TOTAL COST OF EVENT</b>			


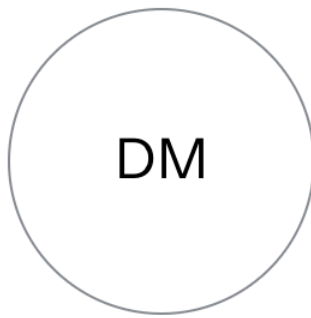
<b>Credit Card Required to Hold Space</b>
Credit Card Number:
Expiration Date: _
CVC: _
Billing Zip code: _

**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:**

**Deposit Required: \$100       Date Paid:**

**Event Total:**

**Due Day of Event:**

Paypal	Venmo
	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 20px;">  </div> <div style="margin-bottom: 20px;"> <p style="font-size: 24px; margin: 0;">DM</p> </div> <div style="margin-bottom: 20px;"> <p style="font-size: 24px; margin: 0;">Dawn Morgan</p> </div> <div> <p style="font-size: 18px; margin: 0;">@Dawn-Morgan-128</p> </div> </div>



**ITEMS INCLUDED IN RENTAL.** The following items or services shall be included in the rental rate (excluding hourly rate) (check all that apply):

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.net](http://www.spiritroom.net) 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.*

