



womanspace

RENTAL INQUIRY – BUSINESS & SOCIAL USE ONLY

(This is a REQUEST for planning purposes only; this is NOT a contract)

Do not use this form for planning weddings. Call 815-877-0118 for information on available wedding packages.

CONTACT INFORMATION:

Renter's Name (Individual or Group) _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

E-mail _____

PURPOSE OF RENTAL: _____

Estimated Event Attendance: _____ Date of Event: _____ Time of Event: _____ to _____

Actual event hours: _____ Set-up hours: _____ Clean-up hours: _____ **Total hours:** _____

AREAS AVAILABLE: Each area is considered a separate space (for figuring rental cost)

- **William Reif Gallery (WRG)** - Max. # of persons: 25 at tables or 40 theater-style
Includes 4 conference tables, 12 chairs, 8 swivel chairs, 2 bathrooms, kitchen. (Request for use of refrigerator must be made in advance.) A ramp is available inside the garage for event access by persons with walking disabilities.
- **Media Room (MR)** - Max. # of persons: 32 at tables or 50 theater-style
Accessible by stairs only; includes 3 couches, 24 chairs, 4 tables, 1 bathroom. (Request use of refrigerator in advance.)
- **Grounds & Labyrinth (GL)** - Max. # of persons: 150
Includes use of lawn, pine forest, meditation garden and/or labyrinth. Note: Garden paths do not accommodate conventional wheelchairs (although some with wider wheels can access both the garden and the pine forest). Labyrinth pathways are narrow and accommodate only able-bodied walkers.**
- **Anjali Pavilion (APV)** - Max. # of persons: 100 @ tables; 150 theater-style **
** WS requires every group using outdoor spaces to rent portable toilets for their event. List of providers available.
- **New Dimensions Studio (ND)** - Max. # of persons: 30
Includes 8 tables, 18 chairs, 1 fully accessible bathroom. (Request for use of refrigerator must be made in advance.)
- **Entire Facility (EF)** - Max. # of persons: 150. Includes everything indicated above.

FEES:

- 1) Renter will pay a refundable CLEANING FEE of \$50 to Womanspace by separate check when rental contract is signed. Renter agrees to return rented area to its original order before leaving the premises. If area is not left in good order, the entire \$50 cleaning fee will be retained by Womanspace. If area is left in good order, the entire \$50 cleaning fee will be returned. This pertains to both indoor and outdoor spaces.
- 2) In some circumstances (including but not limited to size of group, longer rental, use of multiple spaces, etc.), the renter may be required to pay a refundable DAMAGE DEPOSIT of \$200 by separate check 30 days prior to the rental date. Upon reviewing the application, Womanspace will determine when or whether a damage deposit is applicable. If the premises (including furniture, artwork, electronics, gardens and grounds) are damaged as a result of use by the renter or their guests and/or if the renter fails to perform the obligations outlined in the contract, Womanspace will retain the damage deposit. Renter will pay additional expenses if damage is in excess of the \$200 damage deposit.
- 3) Renter will make a non-refundable initial payment of 50% of the total due when the contract is returned. This payment will be applied to the rental fee. The initial payment and returned signed contract are REQUIRED TO RESERVE the rental date. Payment may be made by cash, check, VISA, MasterCard, Discover Card or via PayPal®. A convenience fee of 3.5% will be added if paying with anything other than cash or check.
- 4) The balance of payment for facility rental and other items reserved will be due no later than one week before the event.

OTHER:

- 1) Smoking is not permitted anywhere on the Womanspace campus.
- 2) Meals may be brought in or catered; NOT prepared here. A list of preferred providers is available upon request.
- 3) Items on any walls may not be taken down. Tape cannot be used on painted surfaces.
- 4) If renter has contracted to use Womanspace’s kitchenware, the renter must load and start the dishwasher before leaving. Instruction will be provided by Womanspace staff.
- 5) A Womanspace representative will be present to open and lock the building/s and will be on-call for assistance as needed. No key will be given out.
- 6) No trash or items may be left at Womanspace. Everything a renter brings in must be removed at end of rental period. Trash bags must be securely tied and disposed of in dumpsters. Specific instruction will be provided.

INSURANCE:

If rental group will be serving alcohol, proof of liquor liability coverage is required. One-day special event policies are accepted as long as Womanspace, Inc. is listed as additional insured.

RENTAL RATES:

	<u>General</u>	<u>Non-Profit or WS Member</u>
Each Area:	\$50/hour	\$30/hour
Entire Facility:	\$200/hour	\$100/hour



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RENTAL INQUIRY WORKSHEET

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RENTAL COST: (Remember to include setup and cleanup in calculating hours)

○ William Reif Gallery (WRG): _____ hrs. x \$ _____ /hr. = \$ _____

○ Media Room (MR): _____ hrs. x \$ _____ /hr. = \$ _____

○ Grounds/Labyrinth (GL): _____ hrs. x \$ _____ /hr. = \$ _____

○ Anjali Pavilion (APV): _____ hrs. x \$ _____ /hr. = \$ _____

○ New Dimensions Studio (ND): _____ hrs. x \$ _____ /hr. = \$ _____

○ Entire Facility (EF): _____ hrs. x \$ _____ /hr. = \$ _____

Projected total = \$ _____

- After request approved, nonrefundable 50% deposit: \$ _____ (due with contract)
- Refundable cleaning fee: \$ 50 (due with contract by separate check)
- Remaining balance due one (1) week prior to event \$ _____ (due on ____/____/____)

OPTIONAL ADD-ONS: (may increase projected total)

- Portable toilet/s (if applicable): \$ 75 /unit (approximate price paid to rental company)
- Damage deposit (if applicable): \$ 200 (due with contract)
- A list of additional items available for rental can be supplied upon request (including, but not limited to: AV equipment, 8' tables, 6' tables, card tables, folding chairs, plates, bowls, flatware, wine glasses, linens, etc.)

NOTES / QUESTIONS: (Please use this space to ask questions, request special set-up, etc.)

Approved by _____ Date _____

If we have no additional questions and if your request is approved, you will receive a written confirmation by mail (or email) and a contract within one week of receipt of this form.

Keep a copy of this request for yourself and email or mail the completed form (3-pages) to: Attn: Elaine Hirschenberger, Subject line: Rental Inquiry, elaine@womanspace-rockford.org