



Multi-Purpose Room Rental Form

You will receive notification from HRCC confirming the dates and times you have requested. Full payment of the room rental is due upon receipt of confirmation. A \$250.00 deposit is required to confirm your event as outlined in the Rental Policy. Cancellation is required 5 days prior to the date of your event to be eligible for a full refund. Your signature on this form indicates your agreement with the uses, policies, procedures and guidelines outlined in the attached policy. **Checks made payable to: Houston Run Properties, LLC, 835 Houston Run Dr, Suite 200, Gap, PA 17527.**

Applicant Information

Applicant's Name: _____

Name of Organization: _____

Mailing Address: _____

Contact Ph. Number: _____ E-Mail Address: _____

Event Details:

Date(s): _____ Start time: _____ End time: _____

** Start time should include set-up *End time should include clean-up*

Total # of Attendees: _____

(Max 250 at tables/500 standing or conference style)

Event Description: _____

Will you be using the stage?..... Yes _____ No _____

****Full A/V operation available at additional cost of \$400.00.....** Yes _____ No _____

****Basic A/V operation available at additional cost of \$100.00.....** Yes _____ No _____

Availability: Monday – Saturday, 8:00 AM – 10:00 PM

**Reserved time should be calculated to include set-up/tear-down time.*

****Fees** (Please select from the pricing options below. Non-profits must provide proof of 501C3 Status)

\$500.00/day _____ Non-Profit \$375.00/day _____ Tenant Rate \$250.00/day



Multi-Purpose Room Rental Form

Room Set Up: *Individual or Organization reserving the event space, is responsible for set-up and tear down. The following items are available. HRCC staff will review location of items, and procedure for proper storage at the conclusion of the event.*

(Select options that apply and indicate quantity needed.)

Item	Amount Needed	Cost
___ 6 ft. Round Table (Seats 10, 25 available)	_____	Included
___ 5 ft. Round Table (Seats 8, 4 available)	_____	Included
___ 8 ft. Rectangular Table (Seats 8, 4 available)	_____	Included
___ 30 in. Square Pub Table (6 available)	_____	Included
___ Podium	_____	Included

***I have read the policies governing the use of meeting rooms at Houston Run Community Center and agree to all uses, policies, procedures, and guidelines. I agree to these terms*

Signature of Applicant/Printed Name

Date

Staff Use Only:

___ \$250 Deposit Rec'd

___ Room Rental Payment Rec'd Cash ___ Check# _____

___ 501C3 Rec'd

