

GENESIS AND LIGHT CENTER
APPLICATION FOR USE OF FACILITY



Date of Application: _____

Responsible Person Lessee Name: _____

Lessee Mailing Address with City, State and Zip: _____

Lessee Mobile Phone: _____ Email: _____

Honorees' Names: _____ () _____ ()

Honorees' Mobile Phone: _____ Email: _____

Event Coordinator or Additional Principal Contact: _____

Event Coordinator Mobile Phone: _____ Email: _____

Event Date(s): _____ Event Type: _____ Estimated Number of Guests: _____

Setup details: _____

Is there a plan on serving alcohol? Y or N - FULL BAR WINE & BEER SPECIAL UNKNOWN

Type of Entertainment? Band DJ Other _____

Lessee Authorized Signature: _____

How did you hear about our facility: Web Email Previous Client Friend/Family Other

Received from:					
Received date:					Event Date:
Total Owe:					Balance Due Date:
Amount Paid:					Signature:
Balance:					
Total Paid					
<input type="radio"/> Cash	<input type="radio"/> Money order	<input type="radio"/> Check #	<input type="radio"/> Other	Host:	
<input type="radio"/> Cash	<input type="radio"/> Money order	<input type="radio"/> Check #	<input type="radio"/> Other		
<input type="radio"/> Cash	<input type="radio"/> Money order	<input type="radio"/> Check #	<input type="radio"/> Other		

Genesis and Light will calculate total cost, please read, initial, and sign the following pages. There could be additional fees for usage of some equipment. 3 hours or more must be requested, one hour for every 2 hours of setup time for decorating, arranging, and other pre functions arrangements will be allowed for hourly rentals. Setup time will be allotted based on total time rented. Post event functions including cleanup must be completed by end time. Holidays are an additional \$25 per hour (\$400 full-day, \$200 half-day).

		DATE(s)	START-END	HOURS	RATE	COST
	Auditorium— Sat. Full		8am – 12am	16	\$1500.00	
	Auditorium—Sat ½ day			8	\$800.00	
	Aud. Sunday— Full		8am – 12am	16	\$1200.00	
	Aud Fri./Sun - ½ day			8	\$600.00	
	Auditorium per hr				\$150.00	
	Library – Sat. Full		8am – 12am	16	\$1100.00	
	Library –Sat ½ day			8	\$550.00	
	Library Fri./Sun— Full		8am – 12am	16	\$800.00	
	Library Fri./Sun - ½ day			8	\$450.00	
	Library per hour				\$125.00	
	Conference Room				\$100.00	
	Class Room				\$75.00	
	Outside				\$50.00	
	OTHER					
AW	Full Day – Saturday		8am – 12am	16	\$1500.00	
AW	½ Day - Saturday			8	\$750.00	
AW	Full Day – Fri/Sun		8am – 12am	16	\$1000.00	
AW	½ Day - Fri/Sun			8	\$600.00	
AW	Full Day– M-Thur		8am – 12am	16	\$750.00	
AW	½ Day –M-Thur			8	\$375.00	
HW	Full Day – Sat.		8am – 12am	16	\$2500.00	
HW	½ Day - Saturday			8	\$1500.00	
HW	Full Day – Fri/Sun		8am – 12am	16	\$2000.00	
HW	½ Day – Fri/Sun			8	\$1200.00	
HW	Full Day– M-Thur		8am – 12am	16	\$1500.00	
HW	½ Day –M-Thur			8	\$800.00	
HW	Kitchen (no cooking)					
	Janitorial Services					
	TOTAL	Deposit \$	Rental \$		Bal. \$	

	EQUIPMENT	HOW MANY (any special instructions)	RATE	COST
	Tables			
	Chairs			
	Sound Equipment		\$30.00	
	Lighting Equipment		\$35.00	
	Projector		\$15.00	
	Microphone			
	Speakers			
	OTHER			
	GRAND TOTAL			