

# Room Rental Application Curry Public Library

## Applicant Information:

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information:

Event Title: \_\_\_\_\_

Learning Objective: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Start Time (including setup): \_\_\_\_\_

End Time (including clean-up): \_\_\_\_\_

Contact Person on Day of Event: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Would you like to apply for a fee waiver for your event (event must be educational, free, and open to the public for a fee waiver to be considered): (check box)

- Yes
- No

This event will be: (check box)

- Public
- Private

## Room Request and Setup:

Please indicate the room/s that you would like to request: (check box)

- Meeting Hall: holds up to 150 people, depending on room setup (\$60/hr or \$300/day)
- Conference Room: holds up to 20 people (\$30/hr or \$200/day)

Room Setup (for Meeting Hall): (check box)

- Banquet Style (round tables w/ chairs and tables, can seat up to 56)
- Classroom Style (rectangular tables with chairs facing front)
- Conference Style (long table w/ chairs surrounding)
- Theater Style (chairs only, can seat up to 150)
- U-shaped (u-shape formed with rectangular tables)
- Other, please describe: \_\_\_\_\_

Please indicate equipment/amenities that you will need: (check box)

- Stage (\$50 additional stage setup fee)
- Podium
- Head Table
- Beverage/Food Tables
- Microphone
- Projector (or large monitor for the conference room)
- Video Conferencing (for conference room)
- PowerPoint Clicker
- Laptop
- Private Lactation Room (for meeting hall)

Other setup or amenity requests: \_\_\_\_\_

### **Food and Drinks:**

Will food/refreshments be served?

- Yes\* see note below
- No

\*Space users may bring non-catered food into spaces, but are required to clean up after themselves. Arrangements for catering and linens are the responsibility of the user. Curry Public Library can provide a list of known local caterers on request. Coffee service is available through First Chapter Coffee House at Curry Public Library. For prices and to setup service, contact [firstchaptercoffeehouse@gmail.com](mailto:firstchaptercoffeehouse@gmail.com) or call 541-357-3005.

Request for alcohol present at event? (check one)

- Yes\* see note below
- No

\* Alcohol shall not be sold or consumed on the premises unless proper licensure has been procured and approval has been granted by the Library Director.

- Proof of Host Liquor Liability Insurance should be included with the certificate of insurance(s) that are provided at least one week prior to the event.
- Liquor liability coverage should name Curry Public Library, its officers, agents and employees as an additional insured with documentation provided with the certificate of insurance.

### **Curry County Voices**

Are you interested in having Curry County Voices record you event?\*

\*Curry County Voices is a group of community members and students who work together to produce government and education programs that can be viewed on their website. If you check yes, we will share your contact information with Curry County Voices.

- Yes
- No

Please submit completed application to [rebecca@cplib.net](mailto:rebecca@cplib.net), or to the front desk at Curry Public Library. Thank you!