

Requestor:	En	Email Address:		
Home Phone:	Mobile Phone:	Facility Needed Date:	From Hour: To Hour:	
Address:				
Purpose:				
Tariff			Total	
1.Auditorium (includes gre	een room, not classrooms	s) Maximum Occupancy: 550 \$20	00/hr.	
Minimum 5 hours. Extra h	nours \$200/hr.			
Rehearsals \$100/hour (4 l	hours min)			
Mandatory set up charge:	: \$100			
Cleaning charges determi	ned after the event (\$30/	hr.)		
Pre-event decoration and	post event decoration re	moval charges (\$50/hr. Minimum	n 4 hours)	
(does not include set up o	of audio/video system)		\$	
2.Basement Banquet Hall	(including serving area) N	Maximum Occupancy: 400 \$100/	hr.	
Minimum 5 hours. Extra h	nours \$100/hr.			
Rehearsal/Decoration: \$1	25 per four hours			
Mandatory set up charge:	: \$100			
Cleaning charges determi	ned after the event (\$30/	hr.)		
Pre-event decoration and	post event decoration re	moval charges\$50/hr. Minimum	4 hours	
			\$	
.Kitchen				
\$100/hr. Minimum 5 hou	rs. Extra hours \$100/hr.			
Cleaning charges determi	ned after the event (\$30/	/hr.)	\$	

## 4. Dining Hall (Maximum Occupancy 120)

\$80/hr. Minimum 5 hours. Extra hour \$80/hour. \$50/hour for meetings					
Cleaning charges determined after the event (\$30/hr.)	\$				
5.Upstairs Classrooms					
a) CR 1 (Maximum Occupancy 20): \$35/hour	\$				
b) CR 2 (Maximum Occupancy 20): \$35/hour	\$				
c) CR 3 (Maximum Occupancy 30): \$45/hour	\$				
6.Each Basement Classrooms & Library Rooms					
\$40/hr. Minimum 3 hours. Extra hour \$40/hour	\$				
7.Basement Large Yoga Room					
\$60/hr. Minimum 3 hours. Extra hour \$60/hour	\$				
8.Basement Large Dance Room					
\$60/hr. Minimum 3 hours. Extra hour \$60/hour	\$				
9.Basement Large Dance & Yoga Rooms					
\$100/hr. Minimum 3 hours. Extra hour \$100/hour	\$				
10. Use of Stainless-Steel Supplies set @ \$1.50 / person	\$				
11. Audio equipment Operator \$75 for up to 4 hours (subject to availability of a professional)	\$				
12.Donation (optional and highly appreciated)	\$				
13. Additional charges for any use not mentioned in the Rental Form	\$				
14. Additional charges for any damages to the property	\$				
Usage of Wi-Fi (Free Guest Access)					

No negotiations. No recommendations. Maximum 25% discount on extra hours. HCC opens at 9am and closes at 11pm. No decorators be allowed after 11 pm and before 9 am.

Provide Credit Card information - stored in a secure file. All damages to HCC during the event are assessed and charged to the Credit Card on the file. Credit card will be charged with the bill amount after 7 days if the payment is not made by check or other means.

Audio / Video Equipment must be operated by a HCC approved/designated professional such as Tom McGraf at the renter's cost. If the renter makes arrangements with a professional, the renter is responsible to make the payments for the charges to the professional directly.

Customer Signature	 <b>Customer Name</b>	