

**East Whatcom Regional Resource Center
8251 Kendall Road, Maple Falls WA 98266
360-599-3944**

RESERVATION FORM for Commercial Use

Date of Reservation: _____ **Start Time:** _____ **End Time:** _____

Name of Applicant/Organization: _____

Purpose of Rental: _____

Telephone # (cell) _____ (work) _____ (home) _____

Expected Attendance: _____

Chairs Amount _____ Rectangular Tables Amount _____ Round Tables Amount _____

Rental Rates:

Per hour rates	1 Activity Room Section	2 Activity Room Sections	3 Activity Room Sections	Project Room	Kitchen
Mon. – Fri.	\$20	\$30	\$40	\$20	\$20
Sat. Sun.	\$20	\$30	\$40	\$20	\$20

Fee:

Activity Room hours _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____

Project room hours _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____

Kitchen hours* _____ x (fee) _____ = \$ _____ x (# of weeks) _____ = \$ _____

Alcohol use fee* (fee) \$60 = \$ _____ x (# of weeks) _____ = \$ _____

*Appropriate permits required. Must be submitted to the EWRRRC main office at least 2 weeks prior to event.

Monthly total due: \$ _____

For EWRRRC Staff Use Only: Date of Payment: _____		Receipt #: _____
Paid with:		Open at: _____ By _____ Close at _____ By _____
Check, Payable to The Opportunity Council, # _____	Cash	
Credit Card, Call 360-734-5121 ext. 1345	Permit(s) submitted	

*I have read the attached East Whatcom Regional Resource Center Rental Requirements and agree to be responsible for the use of the facility under those conditions. I also understand that if any of the rules are not observed, the facility may be closed and renter and all guests will be asked to leave. * Masks are optional unless otherwise required by a health or legal authority*

Signed _____ Date _____

CANCELLATION AND REFUND POLICY: Cancellations made more that 14 days prior to arrival will result in refund of the fee less \$25.00 accounting fee. Cancellations made less than 14 days prior to arrival will result in forfeiture of the fee, unless the facilities are re-booked, less \$50.00 accounting fee.

AFTER HOURS ASSISTANCE: If the facility is locked at the scheduled time of your event, please call the EWRRRC Coordinator at 360-721-1104. We apologize for any inconvenience in advance.