



A PLACE FOR GIFTS, IDEAS & SPACE

OASIS RENTAL APPLICATION

Application Date _____ *Please print clearly.*

Organization _____ Contact Person _____

Address _____

Phone Number _____ E-mail Address _____

Planned Activity _____

Date of Activity _____ Arrival Time _____ Departure Time _____

Estimated Number of People _____ *(maximum indoor capacity 40 seated at tables or 60 seated in rows)*

Do you intend to bring in food or beverages?

If yes, do you plan to use our kitchen and dishes?

Will you require the use of a projector and screen?

What other set up might you require (tables, chairs, extension cords, etc.)?

Will you charge admission or fees for your event?

Conditions of Use:

1. Nothing may be moved/rearranged without prior permission.
2. Set up for events will begin no earlier than 4:00pm the previous day, and clean up will be completed no later than 12:00 noon.
3. Use of kitchen requires a brief pre-use meeting.
4. The group using the facility will be responsible for:
 - a) clean up of all areas used,
 - b) any damages to the building, furniture, or equipment.
5. Smoking is not permitted anywhere on the property.
6. Violation of the above conditions or cancellation may result in forfeiture of part or all of the security deposit.

Reduced rates are available for nonprofit organizations, community events and ongoing classes. Complementary use of coffee maker and teapot is offered. Ground coffee and tea are available upon request for an additional charge.

Fees:

| | |
|----------------------------------|-----------------|
| Full Day | \$150.00* |
| Half Day (7am-11am or 4pm-8pm) | \$ 50.00* |
| Food (brought in by guest) | \$ 30.00 |
| Full use of kitchen | \$ 75.00 |
| Use of projector and screen | \$ 30.00 |
| Miscellaneous charges or credits | \$ |
| Total | \$ _____ |

Deposit **\$150.00****

** Additional set up fees may apply.*

*** Please include a separate check for \$150.00 which will be returned if no damages occur and clean up is satisfactory.*

I have read and understand the above conditions.

Signed: _____ **Date:** _____