

# ROOM RENTAL AGREEMENT

Date: \_\_\_\_\_

Company/Organization Name \_\_\_\_\_

Event Name \_\_\_\_\_ Event Representative \_\_\_\_\_

Event Date \_\_\_\_\_ Contact Name \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Contact Phone \_\_\_\_\_

Expected # of Attendees \_\_\_\_\_ Contact email \_\_\_\_\_

## Rental Rates

Space Type	Square Feet	Max Capacity*	Cost
Conference Room	500	16	\$30/hour
Classroom/Demo Area	3,600	80	\$70/hour

\*Additional capacity may be available upon special request

## Payment Terms

We will issue an invoice payable to the City of Seattle referencing Lighting Design Lab and the event and date in question.

## Policies

### General

1. Available **M - F** 8:00 a.m. to 4:30 p.m.; materials break down completed by 5:00 p.m. After hours by special request and may incur additional costs.
2. Agreement not considered final until signed by both parties.
3. Event representative(s) **MUST** be on-site at least a half-hour prior to event start time.
  - a. An event representative must receive event guests (or make arrangements) for check-in and/or to direct guests.
  - b. LDL staff members are not responsible for event registration or check-in unless otherwise agreed to.
4. Any event changes to this agreement **MUST** be sent to LDL in writing 48-hours prior to event, including attendance.
5. Garbage, compost and recycling must be sorted by type in containers provided. If not followed, additional charges may incur.
6. LDL should be informed and included when print or media outreach/marketing goes out. Advanced notice and media preview would be appreciated.

### Food & Beverage

- Food/beverages must be prepared prior to arriving on-site. There are no on-site cooking/preparation facilities.
- **Alcohol is prohibited at any time.** Per RCW 70.160.030 Smoking in/around facility is prohibited.
- Cannabis consumption is prohibited at the facility.

### Parking

- Parking in and around LDL is free, including street parking along 4<sup>th</sup> Ave. S. There are 5 dedicate spots for LDL.

- Please do not park in spaces marked for neighboring businesses.

**Indicate space(s) to be rented and preferred room set-up**

**Conference Room**

Conference table (capacity: 16)  Classroom style (capacity: 16)

**Classroom**

Conference table (capacity: 30)  Classroom style (capacity: 60)  Theater style (no tables) (capacity: 80)

**Indicate required equipment for your event**

**Conference Room**

Conference phone  Portable LCD projector  80" LCD television  7'3" x 6' 8" screen

Laptop computer  Flipchart  Large Whiteboard  Front counter for sign-in

**Classroom**

Ceiling-mounted LCD projector  Laptop  Flipchart  Large Whiteboard  Podium

Food/beverage tables  Small registration table  Large registration table  Product display table

Wireless handheld microphone  Conference phone

**Indicate if materials will be shipped in advance of event**

No  Yes (If yes, complete and submit "Materials Shipping Form")

**Indicate if food will be served**

Coffee  Breakfast  Lunch  Refreshments

\$ \_\_\_\_\_  
Total fee                      Event representative (print name)                      Event representative (signature)                      Date

\_\_\_\_\_  
LDL representative (print name)                      LDL representative (signature)                      Date

