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

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Square Feet</th>
<th>Max Capacity*</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room</td>
<td>500</td>
<td>16</td>
<td>$30/hour</td>
</tr>
<tr>
<td>Classroom/Demo Area</td>
<td>3,600</td>
<td>80</td>
<td>$70/hour</td>
</tr>
</tbody>
</table>

*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 4th 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

$ __________________________  Event representative (print name) __________________________  Event representative (signature) __________________________  Date __________________________

LDL representative (print name) __________________________  LDL representative (signature) __________________________  Date __________________________