



## ACUTE CARE EDUCATION ROOM RENTAL AGREEMENT

**Secure your date:** Once an available date is confirmed, a signed rental contract and deposit of \$50, secures the facility, making it unavailable to any other renting party.

**Food/Catering & Alcohol:** Commercially prepared food may be brought into the venue. No alcoholic beverages are permitted unless served by our approved caterer.

**Responsibilities:**

- At least one Acute Care Education staff person will be onsite during all rentals. Renting parties are encouraged to consult with the staff person regarding the use of the facilities, heat, lighting, electricity, access, parking, etc.
- Any special room set up directions need at least a 48-hour notice. If outside equipment will be brought into the rental space, please notify Acute Care Education staff as soon as possible.
- The renting party is responsible for returning all rented areas to pre-rented condition.

**Rates/Fees:** Setup and tear-down are included in rental time. Payments can be made in cash, check, or credit card.

- Business hours 8:00 am - 5:00 pm; Hourly rate of \$40/hour + 8.4% tax = **\$43.36/hour**
- Evening hours 5:00 pm - 10:00 pm; Hourly rate of \$65/hour + 8.4% tax = **\$70.46/hour**
- ½ day rental (5 hours) starting between 8:00 am & 12:00 pm **\$150 + 8.4% tax = \$162.60**
- Full day rental (9 hours) 8:00 am - 5:00 pm **\$270 + 8.4% tax = \$292.68**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Total Room Rental Fee: \_\_\_\_\_

Special Set-Up Instructions:

Initial

\_\_\_\_\_ I agree to abide by the room rental policies.

\_\_\_\_\_ My deposit will be applied to the total rental fee. The balance of the rental fee will be due on the day of the event.

**SIGNATURE:** \_\_\_\_\_

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

Make checks payable to: **Acute Care Education** and mail to: 7200 NE 41st Street, Suite 206, Vancouver, WA 98662