

Event Space Amenities Sheet

Date of Event (If series please state all dates needed) _____

Name on Event Contract _____

The rental of the Locavore space generally includes couches, chairs, and tables. Some other items can be provided; all other amenities need to be discussed and arranged at least 48 hours in advance.

Do You Need (please check all that apply)

Available Amenities (free of charge):

- Tables (6 foot, maximum 8) How many? _____
- Tables (4 foot, maximum 3) How many? _____
- Chairs (maximum 30) How many? _____
- White board
- Easels

Available Amenities (for rent):

- LCD Projector use. Standing screen available \$20
- Sound system with Microphone Use \$10
- Coffee & Tea Service –
includes Lone Pine coffee, local tea selection, cream, sugar and honey.
1-15 people \$20
15-30 people \$30
- Tableware –
includes large plate, salad plate, fork, knife, spoon, and water glass. Napkins not included. Burlap table clothes available.
 - \$5/person – includes washing How many? _____ Total _____
 - \$1.50/person – you wash and return How many? _____ Total _____
- Serviceware-
We also have a wide variety of platters, utensils, serving bowls, etc. Please inquire with Megan or Natalie if interested.

Total Cost of Amenities _____

Tableware and Serviceware return date (if applicable) _____

Deposit (For events that require use of projector, sound system, tableware, or serviceware, we ask for a \$100 deposit. You can write a check or leave credit card information. The check will not be deposited and the credit card will not be run unless: (1) the projector and/or screen are broken or damaged after rental (2) dishes rented under the "you wash and return" agreement and the dishes are found to be dirty or are not returned by agreed time, or (3) the sound system is broken or damaged.

I have read and agree to the above terms _____

Sign and Date

Office Use Only

Deposit Received:

Check or Credit? (if check, please attach to agreement. If credit please provide information below:

Card Number:

Expiration Date:

CVV Code:

Deposit Returned? Yes or No If No, Please Explain: