

SOUTHSIDE COMMUNITY LEARNING CENTER

Event Space Reservation Form

434.857.2664

slc@drhava.com



| | | | | | | | | | | | | | | | | | |
|--|---|------------------|--|---------------------------------|-------------------------------|-----------------------------|--|-----------------------------|--|--|--|-----------------------------|-------------------------------|-----------------------------|--|--|--|
| RESPONSIBLE PARTY | Responsible Party _____ Department or Organization _____ Office Number _____ Cell Number _____ Email Address _____ Address _____ Suite/ Apt. / Floor _____ City _____ State _____ Zip _____ | | | | | | | | | | | | | | | | |
| CONTACT PERSON | Are there others able to discuss your event? You may list only two. Person 1 _____ Person 2 _____ | | | | | | | | | | | | | | | | |
| EVENT INFORMATION | Date of Event _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Day of Week Month Day Year </div> Time of Event _____ Type of Event Community <input type="checkbox"/> Private <input type="checkbox"/> DRHAVA <input type="checkbox"/> DRHAVA Employee, SCLC Tenant, Volunteer Private Rental <input type="checkbox"/> Brief Description of Activity _____ _____ _____ Will you need access to the projector? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you need access to the microphone? Yes <input type="checkbox"/> No <input type="checkbox"/> Must bring personal laptop and HDMI cord to connect. Expected number in attendance _____ (max occupancy is 100) | | | | | | | | | | | | | | | | |
| DISCLOSURE | Half of the rental fee(s) plus the deposit must be paid to reserve the space. The remainder must be paid no later than 10 days prior to your event. Payment must be in the form of a check or money order. No CASH or CREDIT CARDS are accepted. There is a \$50 returned check fee. Please make check or money order payable to Danville Redevelopment & Housing Authority or DRHA Signature of Responsible party _____ Date _____ | | | | | | | | | | | | | | | | |
| FEES | <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Community</td> </tr> <tr> <td style="width: 50%;">_____ \$250.00 Event Space Only</td> <td style="width: 50%;">_____ \$60.00 Additional Hour</td> </tr> <tr> <td>_____ \$150.00 Kitchen only</td> <td>_____ \$50 Holiday Event non refundable charge</td> </tr> <tr> <td>_____ \$350.00 ES & Kitchen</td> <td>_____ \$50.00 Bouncy House Charge non refundable</td> </tr> <tr> <td colspan="2">DRHAVA Employees, SCLC Office Tenants, & Volunteers</td> </tr> <tr> <td>_____ \$200.00 no attendant</td> <td>_____ \$60.00 Additional Hour</td> </tr> <tr> <td>_____ \$300.00 w/ attendant</td> <td>_____ \$50 Holiday Event non refundable charge</td> </tr> <tr> <td></td> <td>_____ \$50.00 Bouncy House Charge non refundable</td> </tr> </table> | Community | | _____ \$250.00 Event Space Only | _____ \$60.00 Additional Hour | _____ \$150.00 Kitchen only | _____ \$50 Holiday Event non refundable charge | _____ \$350.00 ES & Kitchen | _____ \$50.00 Bouncy House Charge non refundable | DRHAVA Employees, SCLC Office Tenants, & Volunteers | | _____ \$200.00 no attendant | _____ \$60.00 Additional Hour | _____ \$300.00 w/ attendant | _____ \$50 Holiday Event non refundable charge | | _____ \$50.00 Bouncy House Charge non refundable |
| Community | | | | | | | | | | | | | | | | | |
| _____ \$250.00 Event Space Only | _____ \$60.00 Additional Hour | | | | | | | | | | | | | | | | |
| _____ \$150.00 Kitchen only | _____ \$50 Holiday Event non refundable charge | | | | | | | | | | | | | | | | |
| _____ \$350.00 ES & Kitchen | _____ \$50.00 Bouncy House Charge non refundable | | | | | | | | | | | | | | | | |
| DRHAVA Employees, SCLC Office Tenants, & Volunteers | | | | | | | | | | | | | | | | | |
| _____ \$200.00 no attendant | _____ \$60.00 Additional Hour | | | | | | | | | | | | | | | | |
| _____ \$300.00 w/ attendant | _____ \$50 Holiday Event non refundable charge | | | | | | | | | | | | | | | | |
| | _____ \$50.00 Bouncy House Charge non refundable | | | | | | | | | | | | | | | | |
| OFFICE USE ONLY | Total Rental Fee: \$ _____ ½ of Rental Fee Due: \$ _____ Remaining Balance \$ _____ Due By: _____ Received by _____ | | | | | | | | | | | | | | | | |