



**REQUEST FOR VENUE RENTAL (Exhibit A)**

USCL has a maximum capacity of 345 people. We have four room configuration options, an outdoor gazebo and pond, sound and streaming equipment, a coat room, ADA compliant restrooms, onsite parking, an air exchange system, and an outdoor smoking area.

Our kitchen provides workspace but IS NOT a licensed commercial kitchen and CANNOT be used for food preparation. Food warming, ice and beverage needs must be arranged by the renter. We will do our best to assist in accommodating your needs.

Requested Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

Approximate Number of Guests \_\_\_\_\_

**Room(s) Requested:**

Great Hall (GH) \_\_\_\_ South GH \_\_\_\_ North GH \_\_\_\_ Lodge Lower \_\_\_\_ Lodge Upper \_\_\_\_

**Seating Requested:**

Chairs: \_\_\_\_\_ Tables (5' Rounds) \_\_\_\_\_

Other Set Up Needs \_\_\_\_\_

\_\_\_\_\_

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**Added Features –**

**Please advise your needs below:**

**Food Preparation**

Access to Catering Kitchen \$100 (flat fee) \_\_\_\_\_

**Tablecloths**

90" Rounds \$10 /Table \_\_\_\_\_

Colored Overlay \$5 / Table \_\_\_\_\_

**AV Equipment (flat fee)**

Video Projection incl. PowerPoint, Laptop, 3 LED TVs \$100 \_\_\_\_\_

Lectern Mic (1 avail.) \$75 each \_\_\_\_\_

Handheld Mic \$50 each \_\_\_\_\_

Wireless (1 Avail.) \_\_\_\_\_

SM58 Corded (2 Avail) \_\_\_\_\_

**AV Services**

**Use of Certain AV Equipment /Services will require Unity Tech Person(s)**

Sound Tech \$60/hour (2 hour minimum) \_\_\_\_\_

Video/Streaming Tech \$60/hour (2 hour minimum) \_\_\_\_\_

(inc. use of 3 remote-controlled cameras, stage lighting, recording program, etc.)

**Band Equipment Use (flat fee)**

Piano/Keyboard \$100 \_\_\_\_\_

Drums \$50 \_\_\_\_\_

**All Bookings are subject to \$250 refundable Security Deposit**

Signed \_\_\_\_\_

Dated: \_\_\_\_\_

**50% Deposit Required, +\$250 Refundable Security Deposit. Balance Due 7 days Before Occupancy.**  
*Guests may cancel Booking until 30 days prior to event date and receive a full refund of all fees*  
*Guests may cancel Booking from 30 days to 7 days prior to event date and receive 50% refund fees.*  
*Cancellations submitted less than 7 days prior to event date are not refundable.*