

CONRAD CENTER
RESERVE INFORMATION SHEET
FACILITY 804-225-1853
FAX 804-648-4931

ORGANIZATION'S NAME: _____

CONTACT NAME: _____

PHONE: _____ CELL: _____ FAX: _____

ADDRESS: _____

EMAIL: _____

DATE OF EVENT: _____ NUMBER OF PEOPLE EXPECTED _____

TIME OF EVENT: FROM _____ TO _____

TYPE OF EVENT: MEETING TRAINING SPECIAL EVENT

If this is a Special Event, please describe (e.g. Birthday Party, Shower, etc.)

The Conrad Center can provide meeting space, round 5 ft. (diameter) tables, 6 ft. or 8 ft. rectangular tables and chairs. You may bring food and beverages one day prior to your scheduled event, but please call to make arrangements.

Special Requests: _____

There is an \$85.00 charge per hour for renting The Conrad Center facility. The use of the kitchen is an additional charge of \$25.00 and all tablecloths have a rental fee of \$5.25 each. A \$100 deposit is due upon signing the Reserve Sheet and Theo Woodson will collect the balance two weeks prior to your scheduled event. Please call him at 804.218.2369 and arrange for payment. Please make your deposit check payable to Freedom House. Freedom House will refund 50% of your \$100 deposit if a cancellation notice is received seven days prior to your event. All other rental fees will be retained by Freedom House and are not refundable. If cancellation is the result of circumstances beyond either party's control, Freedom House will refund all rental fees including tables, chairs, tablecloths and kitchen fee. Some events require police security. We do not allow alcohol on the premises or smoking inside the facility. **By signing below, you agree to comply with the attached Facility Rental Guidelines.**

Director's Signature: _____ Client's Signature: _____

<p>Office Use Only: Number of tables needed: _____ 6ft. _____ 8ft. _____ Rounds. Number of tables for refreshments: _____, _____ size(s) Number of chairs: _____ Date received deposit: ____/____/____ Date received balance: ____/____/____ Schematic approved on: ____/____/____</p>
