



MORLEY ROOM RENTAL WORKSHEET

CONTACT INFORMATION

FULL NAME: _____

PHONE: _____

EMAIL: _____

ADDRESS: _____

EVENT INFORMATION

DATE & TIME REQUESTED: _____

EVENT NAME: _____

EVENT TYPE: Regular Nonprofit

OF GUESTS EXPECTED: _____

ALCOHOL SERVED? _____

OF TABLES: _____

OF CHAIRS: _____

LAYOUT (See Layout Guide): _____

AMMENTITIES (Check all that apply)

- COFFEE URN (30 cup)
- PODIUM
- TELEVISION

- COFFEE URN (12 cup)
- MICROPHONE (WIRED OR WIRELESS)
- LAPTOP

SPECIAL INSTRUCTIONS _____

OFFICE USE ONLY

Total Rental Cost _____

Balance Due Date _____

Balance Amount Due _____

Deposit Amount _____

Date Paid _____

Balance Paid Date _____

Method of Payment _____

Method of Payment _____

Paid in Full

On Staff Calendar?

I have read and agree to the rental policies. I have the right to cancel my event up to 14 days prior to date scheduled to receive deposit refund. If I cancel in the 14 days leading up to my event date, my deposit is nonrefundable.
