



REQUEST FOR VENUE RENTAL - Exhibit A

USCL has a maximum capacity of 250 people. We have four room configuration options, an outdoor gazebo and pond, sound and streaming equipment, a coat room, ADA compliant restrooms, onsite parking, and full air exchange system.

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 _____ Beer/Wine (Y/N) _____

Room(s) Requested:

Great Hall (GH) _____ South GH _____ North GH _____ Lodge Lower _____ Lodge Upper _____

Number of Furnishings Requested:

Chairs _____ Round Tables (5' diameter) _____ Rectangular Tables (8' x 30") _____

Other Set Up Needs _____

CONTINUED ON BACK



Exhibit A cont'd

Added Features – Yes or No REQUIRED

Food Preparation

Access to Catering Kitchen	\$100 (flat fee)	Y_____	N_____
Refrigerator only	\$50 (flat fee)	Y_____	N_____

Tablecloths

90" Rounds	\$10 Each	Y_____	N_____
Colored Overlay	\$5 Each	Y_____	N_____

AV Equipment (flat fee)

Renter Laptop Video Projection	\$100	Y_____	N_____
Renter Laptop Audio Connection	\$50	Y_____	N_____
Unity Microphones			
Lectern Mic	\$75 each	Y_____	N_____
Handheld Mic	\$50 each	Y_____	N_____
Corded Mic	\$50 each	Y_____	N_____
Stage Lights	\$25	Y_____	N_____
Cart – South Hall	\$25	Y →	N →

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

Sound Tech	\$60/hour (2 hour minimum)	Y_____	N_____
Video/Streaming Tech	\$60/hour (2 hour minimum)	Y_____	N_____
(inc. use of 3 remote-controlled cameras, stage lighting, recording program, etc.)			

Band Equipment Use (flat fee)

Piano/Keyboard	\$100	Y_____	N_____
Drums	\$50	Y_____	N_____

All Bookings are subject to \$250 refundable Security Deposit

Notable Rules of Occupancy to Avoid Penalty:

- 1.) NO glitter or confetti allowed in venue(s).**
- 2.) Decor may NOT be hung or adhered to walls or windows.**
- 3.) Unserved food/drink must be removed from the premise, not left in trash cans.**

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.