



Rental Application



3525 East A Street | Pasco, WA 99301 | (509) 546-5999 Ext 301

Tierra Vida provides a space for gatherings and events in a quiet and friendly atmosphere and offers internet access, café services and catering by request. All reservations need to be made at least 10 business days prior to the event. (Subject to availability)

APPLICANT INFORMATION		
Name:		Today's Date:
E-mail address:		Phone:
Address:		
City:	State:	ZIP Code:

ROOM RESERVATION DETAILS		
Type of Event:	Number of Guests:	
Date of Event: <i>A minimum of 4 hours required for weekend events.</i>	Start Time:	End Time:

RENTAL OF TABLES & CHAIRS DETAILS		Official Initials:
Pick up time: _____ Date: _____		
Drop off time: _____ Date: _____		

ROOM PRICES (PER HOUR) <i>All weekend rentals require a minimum of 4 hours. Rental Fees are hourly rates that include set-up and clean-up time for the event. Room rentals include tables and chairs. Please check</i>	
<input type="radio"/> Collegium Multi-Purpose Room (seats up to 50) -----	\$65.00 (per hour) <i>plus tax</i>
<input type="radio"/> Collegium Boardroom (meetings only) (seats 45) -----	\$50.00 (per hour) <i>plus tax</i>
<input type="radio"/> Rec West Multi-Purpose Room (seats up to 35) -----	\$45.00 (per hour) <i>plus tax</i>
<input type="radio"/> Rec East Multi-Purpose Room (seats up to 32) -----	\$40.00 (per hour) <i>plus tax</i>
<input type="radio"/> Rec Center GYM Sport Usage (Week) -----	\$25.00 (per hour) <i>plus tax</i>
<input type="radio"/> Rec Center GYM Sport Usage (Weekend) -----	\$35.00 (per hour) <i>plus tax</i>
<input type="radio"/> Rec Center GYM /Events (Max Cap 500) -----	\$150.00 (per hour) <i>plus tax</i>
<input type="radio"/> Outdoor Gazebo (Summer Only) -----	\$ 25.00 (per hour) <i>plus tax</i>
Total Hours: _____ X Room Cost: \$ _____	Total: _____

ADD ONS	
<input type="radio"/> Audio (Speakers/Mic) -----	\$15.00 (per hour) <i>plus tax</i>
<input type="radio"/> Visual (TV/Projector) -----	\$20.00 (per hour) <i>plus tax</i>
<input type="radio"/> Stage (4' sq up to 8) -----	\$15.00 (per hour) <i>plus tax</i>
<input type="radio"/> Bouncy House -----	\$150.00 <i>plus tax</i>
<input type="radio"/> Chairs -----	\$ 1 each per day
<input type="radio"/> Tables -----	\$ 5 each per day
Total Hours: _____	Total Cost: _____

CANCELLATIONS/ DEPOSITS

It is required to notify your cancellation 7-business days before the event is cancelled. A cancellation without a week's notice will result on a \$35 cancellation fee.

Initials:

Deposits: A \$50 deposit is required at the time of your reservation for all add-ons. Deposit money will be returned up to 3 weeks after the items been returned in good conditions (no damages incurred, and everything cleaned). Deposits are accepted in check or visa form. Cost of incurred damages will be added if deposit does not cover the damages. All rented items will be returned before or on agreed time and date. Otherwise, a late fee will be applied. Any lost, damaged, and/or broken items may be subject to an additional fee (\$125 per table/ \$30 per chair)

FACILITY USE RULES

- a) Absolutely **NO ALCOHOL** inside the building, the parking lot, or anywhere on the premises.
- b) No smoking inside the building (including entryways and bathrooms) or within 20 feet radius of building.
- c) No staples or industrial strength tape on walls, ceilings, floors, tiles, etc.
- d) Fire exits and main entrances will not be blocked at any time.
- e) Staff will not be held liable for stolen/lost articles, damage to vehicles, items stolen from vehicles, or any personal injuries that may occur during your rental.
- f) The furniture (tables, chairs, etc.) are not allowed to be used outside the facility.
- g) As a sanitation bucket and rags are provided, guests are required to wipe down tables and chairs and counter spaces after the event.
- h) Trash receptacles are located behind the Collegium building and guest should take out the trash after their event.
- i) All trash accumulated will be bagged and taken to the dumpster prior to leaving the building.
- j) Music should be played at a moderate volume and cease at 10:00pm
- k) Staff reserves the right to stop any event as a result of disruptive behavior.
- l) Staff will unlock the facilities 15 minutes before event start time and lock up the facilities 30 minutes after the event. If staff must wait for the guests, an additional fee will be charged to the guest. For any additional hour after the specified end time will the guest be charged toward their deposit.

Initials:

ACKNOWLEDGEMENT

I understand and agree to the guidelines on this form. I take full responsibility for any and all damages that may result from use of the facility which shall include but is not limited to extra custodial charges and possible repair costs. I also agree that if alcohol is brought into the facility or used in the parking lot, the event will be immediately shut down and the money (deposit and rental) will be forfeited. I understand that a staff member can/will check in on the event at any time to ensure compliance.

Signature

Date:

OFFICE USE ONLY

Facility Rental Approved by:

Deposit Amount: \$ _____ Check # _____ Credit Card _____

Return items Conditions: ___ Good ___ Bad | Approved Returned Deposit: _____ Amt \$ _____

