



# ROOM RENTAL AGREEMENT

Under the terms and conditions of this agreement, the Lighting Design Lab (LDL) is reserving a function space for (group name) \_\_\_\_\_ for the following agenda:

Event name _____	Event representative _____
Date: _____	Contact name _____
Start time _____ End time _____	Contact phone _____
Expected # of attendee's _____	Contact e-mail _____

## Room Rates

Small Conference Room: \$20.00 first hour plus \$5.00 each partial hour

Large Conference Room: \$40.00 first hour plus \$10.00 each partial hour

Classroom: \$60.00 first hour plus \$20.00 each partial hour

*Note: Fees may be waived at the discretion of the LDL Project Manager*

## Terms

Deposit - A 50% deposit is due at the signing of this agreement with the balance due on the day of the event. Any waivers must be pre-approved by the LDL Project Manager.

Payment - Visa/MasterCard or Company checks. Make checks payable to: "Seattle City Light".

## Policies

### General

1. Events are to be held Monday-Friday between 8:00am and 4:30pm; with break down completed by 5:00pm.
2. Rooms are not considered reserved until this agreement is signed by both parties and a deposit is received.
3. An event representative **MUST** be on site (1) one hour prior to the event beginning with a copy of this agreement unless otherwise arranged.
4. The headcount of attendees must be confirmed in writing 48 hours prior to the event.
5. Garbage and recycling must be sorted by type in containers provided.
6. LDL staff is not responsible for event registration or check-in. Websites and any marketing material should *not* list the LDL phone number as the primary contact for event information.

### Food and Beverage

1. All food and beverages must be fully prepared prior to arriving on site. LDL does not have cooking equipment.
2. Alcohol is not allowed unless valid liquor permits have been obtained by the caterer and on file with the LDL.
3. Use of the small break room is available for food staging (counter space and sink).
4. Suggested food and beverage vendors familiar with our facility are listed under the "F&B Vendors" section.

### Parking

1. We do have free parking, however our lot has only 5-10 spaces available plus 1 handicapped. Please encourage carpooling or use of public transportation.
2. Street parking is free, but very limited.
3. Please respect the neighboring businesses by not parking in their lots (announcement to be made by event representative at beginning of event).

**Indicate space(s) to be rented and preferred room set-up**

- Small Conference Room --
  - Conference table (capacity: 8)  Classroom style (capacity: 8)
- Large Conference Room --
  - Conference table (capacity: 16)  Classroom style (capacity: 16)
- Classroom --
  - Conference table (capacity: 30)  Classroom style (capacity: 60)  Theatre style (capacity: 80)

**Indicate required equipment for your event**

- Small Conference Room --
- Conference phone  Flipchart
- Large Conference Room --
- Conference phone  Portable LCD projector  55" LCD television  7'3" x 6' 8" screen
  - Laptop computer  Flipchart  Front counter for sign-in
- Classroom --
- Ceiling-mounted LCD projector  Laptop  Flipchart  Podium  Food/beverage tables
  - Front counter for sign-in  Small sign-in table  Large sign-in table  Product display table
  - Wireless handheld microphone  Wireless lapel microphone  Conference phone

**Indicate if materials will be shipped in advance of event**

- No  Yes (if yes, complete and submit "Materials Shipping Form" with this agreement)

**Indicate if food will be served (by others)**

- Coffee  Lunch  Refreshments

**F&B Vendors (suggested)**

- Starbucks Coffee, 206-624-6045, typical Starbucks offerings, 1962 - 1<sup>st</sup> Ave S. (pick-up only)
- Macrina Bakery, 206-623-0919, higher end scones, muffins etc. 1943 - 1st Ave S. (delivery)
- Harried and Hungry, 206-264-7900, breakfast/fruit/pastry, platters/lunch (delivery)
- Ingallinas, 206-766-9400, box lunches/sandwich platters/salads/drinks (delivery)
- Gourmando, 206-587-0190, middle price range full service caterer, 309 S Cloverdale St, Suite B-24. (delivery)
- Tuxedos and Tennis Shoes, Kristin, 206-932-1059 x307, middle to higher end full service caterer (delivery)

\$ _____			
Total fee	Event representative (print name)	Event representative (signature)	Date
	LDL representative (print name)	LDL representative (signature)	Date
<input type="checkbox"/> Fee waived			
	LDL Project Manager (print name)	LDL Project Manager (signature)	Date



## MATERIALS SHIPPING FORM

The following policies apply when shipping materials in advance of an event that your organization has reserved a space for at the LDL. Failure to adhere to the policies may result in your shipment being delayed and not being received in time of your event or potentially being refused delivery.

Event name \_\_\_\_\_ Event organizer \_\_\_\_\_  
Event date \_\_\_\_\_ Contact name \_\_\_\_\_  
Description of material \_\_\_\_\_ Contact phone \_\_\_\_\_  
Expected # of boxes \_\_\_\_\_ Contact e-mail \_\_\_\_\_

### Policies

1. Shipments are to be sent to the shipping address listed below.
2. All boxes MUST be marked with your event name. If the shipment is not referenced for the event and is not identifiable, the shipment may be refused.
3. The LDL has very limited storage facilities. Shipments should be timed to arrive no earlier than (10) ten business days prior to the event date. Shipments received earlier than (10) ten days may be refused.
4. The LDL will not accept any shipment that is longer than (8) eight feet in length.
5. LDL will not inspect shipments prior to receiving and is not responsible for inspecting for damages made during transit.
6. After the event is complete, all remaining event materials must be removed from the facility no later than the following day of the event unless otherwise pre-arranged with an LDL staff member. LDL does not have shipping accounts.
7. Any remaining event materials left after (5) five business days are subject to storage and disposal fees. See fees below.
8. Storage and Disposal fees are only applicable to materials left (5) business days after the event.

### Storage and Disposal fees

- Boxes 192 cubic inches or smaller: \$5.00 per box, per day
- Boxes greater than 192 cubic inches: \$10.00 per box, per day

### Shipping Address

Lighting Design Lab  
Attn: [event name]  
2915 – 4th Avenue South  
Seattle, WA 98134