

ROOM RENTAL AGREEMENT

Today's Date _____

Company/Organization Name _____

Event Name _____ Event Representative _____

Event Date _____ Contact Name _____

Start Time _____ End Time _____ Contact Phone _____

Expected # of Attendees _____ Contact eMail _____

Room Rates

Small Conference Room: \$20.00 first hour plus \$5.00 each half hour**Large Conference Room:** \$40.00 first hour plus \$10.00 each half hour**Classroom:** \$60.00 first hour plus \$20.00 each half hour*Note: Fees may be waived at the discretion of the LDL Project Manager*

Payment Terms

Payment by company check is due at the time of Registration. Payable to: **Seattle City Light - LDL**Payment Form (included below) **MUST** be completed and mailed to Seattle City Light at the time of registration.Any waivers must be pre-approved

Policies

General

1. Space is available **Monday-Friday** 8:00 a.m. to 4:30 p.m.; with break down completed by 5:00 p.m.
2. Rooms are not reserved until this agreement is signed by both parties and Payment is mailed.
3. An event representative **MUST** be on-site (1) one hour prior to event start time.
An event representative must be at the Front Desk for check-in and/or to direct guests to classroom.
4. 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.

Food and Beverage

1. Food/beverages must be fully prepared prior to arriving on-site. There are no on-site cooking/preparation facilities.
2. Alcohol is not permitted.
3. Suggested food and beverage vendors are listed under the "F&B Vendors".

Parking

1. Parking in and around LDL is free, including street parking along 4th Ave. S
2. As always, we encourage carpooling or public transit.
3. Please do not park in marked spaced earmarked for neighboring businesses.

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
 Small registration table Large registration 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 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

Fee waived _____
LDL Manager (print name) LDL Manager (signature) Date

OFFICE USE Date Paid: _____ Method: Check # _____ Received by: _____ (SCL initials)



t: (206) 325-9711
f: (206) 329-9532
800-354-3864

www.lightingdesignlab.com

ROOM RENTAL MATERIALS SHIPPING FORM

The following policies apply when shipping materials in advance of an event.
Please follow these policies to help ensure your shipment is not delayed or rejected at the delivery point.

Company Name _____ Event Date _____

Event Name _____ Event Contact _____

Contact Phone _____

Description of material _____

Expected # of boxes _____

Policies

1. Shipments are to be sent to **Shipping Address** listed below.
2. All boxes **MUST** be marked with event name. Shipments not referenced or identifiable could be refused at the delivery point.
3. LDL has very limited storage space. Shipments should be timed to arrive no earlier than (10) ten business days prior to event. Shipments received earlier than (10) ten days could be refused.
4. 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 event is complete, all remaining event materials must be removed from the facility no later than the following day unless otherwise pre-arranged with LDL. LDL does not have shipping accounts.
7. Remaining event materials left after (5) five business days are subject to storage and disposal fees.
See below.
8. Storage and Disposal fees are only applicable to materials left (5) business days after the event.

Storage and Disposal Fees

1. Boxes 192 cubic inches or smaller: \$5 per box, per day
2. Boxes greater than 192 cubic inches: \$10 per box, per day

Shipping Address

Lighting Design Lab
Attn: [event name]
Box # of #
2915 - 4th Ave South
Seattle, WA 98134



For Seattle City Light Purposes
Reroute form to: **LDL**
or **marcom@lightingdesinglab**

ROOM RENTAL PAYMENT FORM

Event Name _____

Company _____

Company Contact _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (_____) _____ - _____

Email _____

Room Rental Fee Enclosed per Agreement:

- Small Conference Room:** \$20.00 first hour plus \$5.00 each half hour
- Large Conference Room:** \$40.00 first hour plus \$10.00 each half hour
- Classroom:** \$60.00 first hour plus \$20.00 each half hour

Payment Enclosed For: \$ _____

THIS Form must be included with your payment in order to process your Room Rental.

Please do not bring or mail payment to the Lighting Design Lab.

Check(s) MUST be made payable to: **Seattle City Light - LDL**

Mail Registration Form and Check to:
Seattle City Light
PO Box 94707
Seattle, WA 98124-4707

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