



Facility Rental Agreement/Contract

I have fully read The Lark use policies and agree to the conditions \_\_\_\_ (Initial)

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Event Day: \_\_\_\_\_

Event Name: \_\_\_\_\_ Est. # of People: \_\_\_\_\_

Contact: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ am/pm Event End Time: \_\_\_\_\_ am/pm

Set-up: prior day (weddings only) event day Time: \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

**Clean up must take place the night of the event, no exceptions.**

*Event/Performance Space Rental*

	<b>Friday-Sunday</b>	<b>Monday-Thursday</b>		<b>Total</b>
Full-day, main floor	\$1100	\$550		
Half-day, main floor	\$550	\$275		
Wedding Rental	\$1250	\$850		
Non-profit full-day, main floor	\$850	\$425		
Non-profit half-day, main floor	\$425	\$225		
Skylight Meeting Room (Upstairs-holds up to 30 people)	\$200 full day/\$100 half day	\$100 full day or \$50 half day	\$100 extra w/full-day, main floor rental	
Security Fee	\$22 per hour	____ # of hours that bar is open	1 guard (provided by The Lark, but paid separately by rentee)	
Sound/Light Technician Fee-if needed for live music			TBD, if available	
			<b>TOTAL</b>	

