



RENTAL INQUIRY FORM

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

Rental Date(s): \_\_\_\_\_ Contact Date: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

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

Event Description: \_\_\_\_\_ Caterer: \_\_\_\_\_

Event Hours: \_\_\_\_\_ # of Expected Guests: \_\_\_\_\_

Will there be alcohol served at event? \_\_\_\_\_ Is this a ticketed event? \_\_\_\_\_

- A/V equipment available:  Samsung 8 series tv w/Zoom capabilities
 Logitech webcam  Sonos system  Microphone/speaker system

Set-up/Take Down (time & date / done by VVHG, renting organization or caterer):

Notes (including equipment rentals, special circumstances, etc.):

For Office Use Only

Event on Calendar: \_\_\_\_\_
Rental Fee Amount: \_\_\_\_\_ Rec'd: \_\_\_\_\_
Security Deposit Amount: \_\_\_\_\_ Rec'd: \_\_\_\_\_
Caretaker: \_\_\_\_\_ @ \$30/hour: \_\_\_\_\_ Rec'd: \_\_\_\_\_
Organizational Membership: \_\_\_\_\_ Date: \_\_\_\_\_
Insurance Certificate (expir date): \_\_\_\_\_ 501(c)3 Letter: \_\_\_\_\_
Social Affairs Permit: \_\_\_\_\_ Contract PDF Sent: \_\_\_\_\_
Signed Contract Sent: \_\_\_\_\_
Invoice for Sec Dep Refund submitted to Ruth: \_\_\_\_\_