



1796 Ruby View Drive | Elko, Nevada 89801 | Phone: (775)738-3030

Rental Assessment

Applicant Or Organization		
Address	Phone Number(s)	
City	State	Zip
Event Date	Time From: _____ To: _____ (You Must Include Time To Do Your Own Set Up & Cleanup.)	
Type Of Activity	Number Of Attendees	Event Start Time

Rooms Reserved

(Rooms Used Will Be Limited To Those Specified On The Application)

- | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Dining Room | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Patio | <input type="checkbox"/> Lobby |
| <input type="checkbox"/> Medium Room | <input type="checkbox"/> Large Room | <input type="checkbox"/> Craft Room | <input type="checkbox"/> Rec. Room |

Will You Have...

- | | | | |
|--|---|-----------------------------------|---|
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Liquor | <input type="checkbox"/> Food | <input type="checkbox"/> Decorations |
| <input type="radio"/> Dance Floor Required | <input type="radio"/> On The Table | <input type="radio"/> Finger Food | <input type="radio"/> _____ |
| <input type="radio"/> DJ | <input type="radio"/> No Host Bar | <input type="radio"/> Pot Luck | <input type="radio"/> _____ |
| <input type="radio"/> Sound System | <input type="radio"/> Open Bar | <input type="radio"/> Catering | <input type="radio"/> _____ |
| | (On-site caterer must be approved prior to event) | | (Hanging decorations must be approved prior to event) |

Equipment Reserved

(Equipment Used Will Be Limited To Those Specified On The Application.)
(All items used need to be cleaned and return in the condition they were received)

Tables & Chairs

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> 60" Round Tables – 15*
\$5.00 per table if not renting center | <input type="checkbox"/> 46" Round Tables – 24*
\$5.00 per table if not renting center | <input type="checkbox"/> 8' Banquet Tables – 10*
\$3.00 per table if not renting center | <input type="checkbox"/> 6' Banquet Tables – 37*
\$3.00 per table if not renting center |
| <input type="checkbox"/> White Chairs – 80*
\$1.25 per chair if not renting center | <input type="checkbox"/> Green Chairs – 195*
\$1.00 per chair if not renting center | <input type="checkbox"/> Pink Chairs – 28*
\$0.75 per chair if not renting center | <input type="checkbox"/> Card Table – 5*
\$1.25 per table if not renting center |

*indicates the number of items available at the Center.

The Center does not provide table skirts or linens.

Items Included With Kitchen Rental

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Silverware | <input type="checkbox"/> Serving Utensils | <input type="checkbox"/> Dining Plates | <input type="checkbox"/> Dining Bowls |
| <input type="checkbox"/> Warming Oven | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Drinking Glasses | <input type="checkbox"/> Coffee Cups |
| <input type="checkbox"/> 2"/4" Steam Pans | <input type="checkbox"/> Chafing Dishes | <input type="checkbox"/> Large Trays | <input type="checkbox"/> Serving Bowls |
| <input type="checkbox"/> Cutting Board | <input type="checkbox"/> Kitchen Knives | <input type="checkbox"/> Coffee Maker & Pots | <input type="checkbox"/> Large Trash Cans |

Items Included With Room Rentals

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Ice & Buckets | <input type="checkbox"/> Large Trash Cans | <input type="checkbox"/> Dance Floor | <input type="checkbox"/> Microphone(s) |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> CD Player | <input type="checkbox"/> iPod Adapter | <input type="checkbox"/> Extension Cords |
| <input type="checkbox"/> Easel Stand | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> BBQ Pit | <input type="checkbox"/> Horseshoe Pits |

Notes: