



Monica's Village Place I (MVPI)

Meeting Room Reservations

Location: 140 23rd Ave. South
Seattle, WA 98144
Phone: (206) 323-7130
Fax: (206) 395-2143

Monica's Village Place I has a Community Meeting Room available to the community and 501©3 nonprofit organizations for meetings and training sessions. Reservations can be made up to a maximum of three months in advance. **All revenue from the room rental goes to MVPI family services.**

Meeting Room:

The Community Meeting Room has a capacity of 191. Comfortable seating and movement throughout the room can be arranged for up to 100. The Community Room rents for \$60 per hour M-F and \$80 per hour Sat-Su for Community Partners. See schedule of prices below for more information. Room rental rates are by the day, typically 9:00am to 5:00pm. Special arrangements can be made for room rentals outside of the above time frame. Renters are in charge of setting up the room according to their preference. Tables and or chairs will be provided. Please check with the Resident Manager regarding availability of audio visual equipment.

A kitchen is also available for use. **A \$50.00 Refundable deposit is required for use of the kitchen.** The cost to use the kitchen, associated with an event is \$50 per event. Users are responsible for all needs pertaining to food preparation, serving and clean up.

<u>These are hourly rates</u>	Room Charge M-F	Room Charge Saturdays	Room Charge Sundays
Non-profit	\$75hr	\$80hr	\$80hr
General Use	\$100hr	\$120hr	\$140hr
Community Partner	\$60hr	\$80hr	\$80hr

Make checks payable to: Village Spirit Center



Reservations:

Room reservations can be obtained up to three (3) months in advance and require a minimum of one week notice. Reservations can be obtained by contacting our offices at:

Telephone: (206) 323-7130
Fax: (206) 395-2143
Email: brendaf@ccsw.org

Room Details:

Room set up and breakdown is the responsibility of the user or identified person on the signed contract. This person must be in attendance for the duration of the event.

We have 10 large round tables which seat eight (8) per table. If you do not need all of the tables, let us know at least two business days in advance. Breakdown of the room includes wiping down all table surfaces and disposing of all waste in the appropriate receptacles, including recycle. If there are stains or damages that require outside professional cleaning, you will be billed for the services.

Alcoholic beverages and illegal substances are not allowed on the premises. Please inform us in advance if you are serving food. This is a non-smoking building.

Equipment such as easels, pens, audio-visual equipment and paper are the responsibility of the user.

The building and community room is wheelchair accessible.

A notice of cancellation is requested in writing or by email at least 7 days in advance of the event date. Failure to do so will result in forfeiture of the fee.

Rental fees are due at the time of reservation for the event. Checks or money orders should be made payable to Monica's Village Place I. Cash payments will not be accepted.

Parking is available on surrounding streets:

To reserve the Community Room the contract on the following page must be returned, along with payment, within 7 days of the reservation date.

Make checks payable to: Village Spirit Center



ROOM RESERVATION CONTRACT

Please complete and return to Monica's Village Place I in order to reserve the Community Room for your event.

Contact Name: _____

Organization: _____

Email: _____

Address: _____

Reservation Date: _____

Start/End Time (include arrival, set up & clean up): _____

Type of Event: _____

Number of Attendees: _____

Name/Number of Designated (Contact) Person in Attendance: _____

Total Cost of Rental: _____

I also hereby release Monica's Village Place I, LLC and Catholic Community Services as well as their directors, officers, employees, volunteers, agents and representatives from any and all responsibility and liability of any nature, including any and all claims of injury, illness, death, loss or damage, resulting from my participation in or around the Monica's Village Place I Community Meeting Room, including but not limited to any claims for lost, damaged or stolen items or other personal belongings or for any bodily injury claims.

I hereby agree to be solely responsible for any damage that I may cause either to other persons or to any property, regardless of the nature of the damage or claims, and to indemnify and hold Monica's Village Place I, LLC and Catholic Community Services harmless from any costs, damage or injury to any person or property arising from or related to my presence in the Community Meeting Room.

Signature

Date

MVPI Staff Signature

Date

Make checks payable to: Village Spirit Center



CANCELLATION OF REQUEST

Forfeiture of all submitted funds will be charged if a cancellation request is not received in our office 7 days prior to the reservation date.

Request for Cancellation of reservation:

Name

Date

Reason for cancellation:

Signature: _____

Phone: _____

Monica's Village Place I Staff Confirmation:

Name

Date

Make checks payable to: Village Spirit Center