

EPHRATA PUBLIC LIBRARY
550 South Reading Road • Ephrata, PA 17522
(717) 738-9291 • (717) 721-3003

MEETING ROOM APPLICATION – PRIVATE PARTY

Name: _____

Address: _____

Phone: Home _____ Cell _____ Business _____

Fax: _____ Email: _____

Type of Private Event: _____

Date of Event: _____ Estimated attendance: _____

Starting time _____ a.m./p.m.

Duration of meeting (duration must include both setup and teardown times):

____ 2 hours ____ 4 hours ____ 6 hours ____ 8 hours

Room requested: ____ Multi-Purpose Room ____ Conference Room
(Wedding reservations include both rooms)

Kitchen requested: ____ Yes ____ No

Please submit “Facilities and Equipment list with your application.

STATEMENT OF DAMAGE RESPONSIBILITY:

I/We agree that I/we will assume total financial responsibility for any damage caused by our group or its guests while using the library facilities and equipment.

Signature

_____ Date _____

50% deposit is due at time of reservation. Remaining balance due 1 week prior to event.

Cost of Facilities and Equipment Rental – PRIVATE PARTY

Event Date: _____ Event Time: _____

Name: _____

Please Check	Facilities/Equipment	Private Parties	Weddings
	Multi-Purpose Room	\$100 per hour	\$1500.00
	Conference Room	\$50 per hour	
	Kitchen	\$50	Included
	Video Projector	\$25	\$25
	DVD/VCR	\$10	\$10
Cleaning Fee		\$????	\$?????

Total \$ _____
 Subtract Deposit \$ _____
 Subtotal \$ _____
 Add Sales Tax \$ _____
 BALANCE DUE \$ _____

Date Paid _____ Check # _____

Call Penny Talbert, Community Relations Coordinator at 717-738-9291 ext. 102 for complete information.

I have read the meeting room policies and regulations for the Ephrata Public Library and agree to these terms.

 Signature Date _____

FOR LIBRARY USE ONLY

Deposit: Date received: _____ Amount: _____ Check # _____

Balance Due: Date received: _____ Amount: _____ Check # _____