

**Room Rental Request Form (Non-Wedding Events)** - The following rates are subject to change without notice. An event consultation, separate signed Rental Agreement, and a minimum nonrefundable 25% deposit/retainer fee are due to confirm a Client(s) reservation. Room Rentals also require the remaining balance due, additional service fees, and a refundable damage deposit in the amount of \$100.00 to be paid in full no later than 10 days prior to the Client(s) event date.

Employee Processing Request: \_\_\_\_\_

Date Request Received : \_\_\_\_\_

## CONTACT INFORMATION

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

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

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

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

## EVENT INFORMATION

Guest(s) of Honor: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Type: \_\_\_\_\_

Event Time: \_\_\_\_\_

Guest (#): \_\_\_\_\_

Professionally Catered:  Yes  No

## Jamesown Mattress Arena Club

**Available: Monday – Sunday** | Monday - Friday & Sunday: 8 AM to 9 PM | Saturday: 12 PM – 11 PM

- Jamestown Mattress Arena Club – Hourly** .....Qty (per hour): \_\_\_\_ @ **\$125.00** = \$ \_\_\_\_\_
- Jamestown Mattress Arena Club – Half Day - Up to four (4) hours** ..... = **\$375.00**
- Jamestown Mattress Arena Club – Full Day – More than four (4) hours**..... = **\$500.00**
- Damage Deposit (Refundable) – Required for all half day, full day, catered events, & whenever alcohol is served**..... = **\$100.00**

## INCLUDED AMENITIES

- Two (2) Restrooms
- Tables and Chairs, including setup and breakdown.
  - Capacity is 223 table seating, 478 chairs only, 668 standing only
- Sound System including a microphone and Bluetooth enabled casting capabilities. Assisted listening devices are also available; collateral may be required.
- Complimentary Guest Wi-Fi
- One (1) onsite representative for the duration of the event

## ADD-ON AMENITIES

- Stage\* - \$100.00**
- Catering Kitchen Access\*\* - \$200.00**

*\*The stage is available for use in the Jamestown Mattress Arena Club only.*

*\*\*Only licensed and insured caterers may use the Catering Kitchen. Client(s) are not permitted to "self-cater." Not all professionally catered events will require use of the Catering Kitchen. Please request a complimentary event consultation to learn more.*

## Atrium Boardroom and Rooftop Patio

**Available: Monday – Sunday** | Monday - Friday & Sunday 8 AM to 9 PM | Saturday 8 AM – 11 PM

- Atrium Boardroom and Rooftop Patio – Hourly** .....Qty (per hour): \_\_\_\_ @ **\$100.00** = \$\_\_\_\_\_
- Atrium Boardroom and Rooftop Patio – Full Day** (more than four hours)..... = **\$500.00**
- Damage Deposit** (Refundable) – Required for all catered events and when alcohol is served..... = **\$100.00**

### INCLUDED AMENITIES

- Two (2) Restrooms
- Tables and Chairs, including setup and breakdown
  - Capacity is 50 table seating, 75 cocktail style reception, 100 chairs only or standing.
- In-room kitchenette
- Complimentary Guest Wi-Fi
- Patio access, weather permitting
- One (1) onsite representative for the duration of your event.

### ADD-ON AMENITIES

- Catering Kitchen Access\* - \$200.00**

*\*Only licensed and insured caterers may use the Catering Kitchen. Client(s) are not permitted to “self-cater.” Not all professionally catered events will require use of the Catering Kitchen. Please request a complimentary event consultation to learn more.*