

**Room Rental Request Form (Weddings & Multi-Day Weekend Rentals)** - 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. Wedding Rentals also require the remaining balance due, additional service fees, and a refundable damage deposit in the amount of \$200.00 to be paid in full no later than 30 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

## JAMESTOWN MATTRESS ARENA CLUB – SINGLE DAY RENTALS

*Rental is for Friday through Sunday During the Following Times: Friday 2 PM – 9 PM | Saturday 8 AM – 11 PM | Sunday 8 AM – 11 AM*

- Jamestown Mattress Arena Club – Wedding Rental** ..... = **\$1,200.00**
- Damage Deposit (Refundable)** – Required for all wedding rentals..... = **\$200.00**
- Venue Coordinator Service Fee** – The Client(s) receives a dedicated Venue Coordinator for their event. Due to the complex nature of wedding ceremonies and receptions an additional fee is collected for this required service. The Venue Coordinator is not a “Wedding Planner/Coordinator.” ..... = **\$200.00**
- Catering Kitchen Use Fee (Elective)** – Required for access to the Catering Kitchen and appliances\* ..... = **\$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.*

## INCLUDED AMENITIES

- Two (2) Restrooms
- Tables and Chairs for up to 223 individuals, including setup.
- A Sound System including a microphone and Bluetooth casting capabilities. Assisted listening devices are also available; collateral may be required.
- Complimentary Wi-Fi
- Disposal of event waste. (Additional cleanup fees may apply due to unusual circumstances.)
- One (1) hour of rehearsal time during the week prior to Client(s) event. (Space availability/first-come, first-serve basis.) Advance booking is required.