



Workforce Development Council
Snohomish County

Request for Room Reservation

Board & Training Rooms at the WDCSC
728 134th Street SW Suite 128
Everett, WA 98204
Tel:(425)921-3423 - Fax:(425)921-3484

Client Information:

Contact Name: _____

Company Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Event Information:

Event Title: _____

Purpose: _____

Date {s}: _____

Time {s}: _____

Fees:

Room Rental: _____

Refundable Damage Deposit: \$500

Other Services [ex. IT support]: _____

Total Rental: _____

Total Payment: _____

Balance: _____

Payment Method:

Cash

Check

By signing below I am confirming the Workforce Development Council Room Reservation Request specified above, and agree to the payment methods and price indicated.

Signed: _____ Date: _____

General Rules and Guidelines

- The WDC takes no responsibility for loss or damage incurred to an individual and/or his/her possessions while attending an event held within or on the grounds of the building.
- Advise the WDC if there are any signs to be posted. All signs must be removed immediately following the event. Posters are not permitted on windows and walls.
- A onetime \$250 software set up and license fee will be applied to all accounts using WDC equipment.
- A \$500 refundable damage deposit is required on all reservations.
- The WDC reserves the right to change or cancel the event date due to previously unforeseen circumstances beyond the WDC's control. The WDC shall not be liable in any manner whatsoever for any losses claims or damages resulting from such a cancellation. A full refund will be provided in such cases.
- The facilities need to be maintained in the same condition in which it was rented with no damages. The cost of damage will be charged against the security deposit.
- Smoking and consumption of alcohol are strictly prohibited.

Room Confirmation and Payment

Room reservations at the Workforce Development Council are considered confirmed at the time of booking. There is a damage deposit fee and you will be required to ***make payment the day of your reservation***. You may pay with cash or personal/corporate check. If you need to cancel your reservation, penalties will apply as follows:

- Cancel 5 days prior to event - 100% refund
- Cancel 3 days prior to event - 50% refund
- Cancel less than 3 days prior to event -

NO REFUND

Additional Conditions

The following services are not provided when using the WDC's training or board rooms:

- Storage for supplies, equipment or signage. The WDC does not take responsibility for items lost, damaged, or stolen.
- Administrative Services/Supplies are not available, i.e. photocopies, word processing, etc.
- Please bring a support person with you to take care of your meeting needs and be available to assist and greet attendees.
- In Vega, use of whiteboard markers are prohibited on the SMART Board™ interactive whiteboard. Costs to restore the SMART Board™ to its original condition will be deducted from damage deposit.
- **Please allow clean up time: All clean up must be done prior to the end of the event. Please trash and recycling in proper receptacles; pick up any leftover training materials, remove any used flip chart notes; and wipe down all tables.**
- **Please return tables and chairs to their original set up.**
- **Any losses due to improper lock up/alarm procedure will be billed directly to reservation holder.**

Thank you for your cooperation and we look forward to serving your needs in our state of the art board and training rooms.