

# RESERVATION FORM THE ISLAND SCHOOL

<b>APPLICANT:</b>	
Committee Responsible for Event:	
Co-sponsoring Organization (if applicable):	
Contact Person for Event:	
Phone:	Email:

<b>EVENT DESCRIPTION</b>		
Name or Purpose of Event:		
Number of Attendees Expected:		
Date of Event:		
Time of Event:	From:	To:

<b>ROOM RENTAL</b>			
Rooms Required for Event:	Rate	Number of Hours (incl. setup & take-down)	Total Cost
Webster Hall (392 people plus 60 stage)	\$20/hr		
Kitchen (4 people)	\$9/hr		
Library (30 people)	\$10/hr		
Classrooms (60 people; number rooms needed_____)	\$10/hr/room		
			<b>Estimated Total Cost =</b>

<b>CEDARS APPROVAL</b>	
Cedars Committee Chair Approval:	
Date Submitted (emailed):	

Please email the completed form to:

Vinnie Perrone at [vperrone@perroneconsulting.com](mailto:vperrone@perroneconsulting.com) at least 30 days prior to event.

For assistance with sound, chair setup or parking lot issues, please contact the Operations Committee (Stan Stumbo at 206-842-1458 or [stanstumbo@comcast.net](mailto:stanstumbo@comcast.net)).

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Reservation confirmed by

\_\_\_\_\_  
Date