



GREAT BLUE HERON HALL

Laguna de Santa Rosa Environmental Center

900 Sanford Road, Santa Rosa, CA 95401

(707) 527-9277 x110 HeronHall@lagunafoundation.org

Event Rental Reservation Request

Our regular rental fee is \$150/hour with a 4 hour minimum. For non-profit and community organizations, we offer the discounted fee of \$120/hour with a 4 hour minimum.

After this form is received and reviewed by the Laguna Foundation, a Rental Agreement will be issued including the total rental cost, deposit amount, payment due dates, policies, and rental agreement details.

Contact Information

Your name: _____

Email: _____

Phones: _____

Organization Name: _____

Address: _____

Website: _____

Event Information (Preferred uses are those related to the LF's mission, goals and activities, those with low impact on the facilities and surrounding site, low impact on LF staff and operations, and not disruptive to LF plans, programs, events and activities. The LF's priority events are listed below.)

Event type: Retreat Workshop Seminar In-service training Conference

Professional meeting Volunteer/staff recognition event

Lecture Author reading/book signing Documentary film event

Other (Please describe in detail): _____

Event name: _____

Event Dates, Times (including set-up and clean-up), and Attendance

Set-up date: _____ Set-up start time: _____ Set-up end time: _____ # people for set-up _____

Event start date and time: _____ Event end date and time: _____

Approximate event attendance: _____ people

Clean-up date: _____ Clean-up start time: _____ Clean-up end time: _____ # people clean-up _____

Great Blue Heron Hall Reservation Request

Page 2

Approximate number of parking spaces needed: _____ spaces

Will there be an admission fee? Yes No

Event age group(s): Adult High school Elementary school Pre-school

Indoor/outdoor use: Indoors only Outdoors only Both indoors and outdoors

Will alcoholic beverages be served? Yes No

If yes, Wine Beer Spirits **Will they be sold?** Yes No

Will food be served? Yes No **If yes, describe what will be served:** _____

Will food be provided by a caterer? Yes No **Will food be prepared on site?** Yes No

Will music be part of the event? Yes No

Live music? Yes No **Recorded music?** Yes No

Music start time: _____ **Music end time is 11 PM**

Audio-visual? Screen Amplified Sound



A \$200 deposit made payable to the Laguna Foundation is required to accompany this form. If this reservation request is accepted, the deposit is not refundable and will be applied to the event fee.

Great Blue Heron Hall and the entire Laguna de Santa Rosa Environmental Center campus are 100% smoke-free facilities.

Please return this form by fax (707-527-5075), email (HeronHall@lagunafoundation.org) or postal mail (GBHH, Laguna Foundation, 900 Sanford Rd, Santa Rosa, CA 95401).

The Laguna de Santa Rosa Foundation reserves the right of final approval of all events and activities at Great Blue Heron Hall.