



1916 Lakewood Drive, Coeur d'Alene, Idaho 83814
(208) 667-4628 | events@lakecitycenter.org

Rental Application

Applicant Information			
Name of person or organization*:			
Person responsible for payment*:			Phone*:
Mailing address*:			
City*:	State*:	ZIP Code*:	
Email*:			
Are you tax-exempt (e.g. church)*? Yes / No (Please Circle) <i>If so, please attach a ST-101 Form for proof.</i>			
Event Information			
Date requested*: Month:	Day:	Year:	Does this event reoccur? Yes / No
Type of event (Please Describe)*:			Expected Head Count*:
Rooms requested (Place an "x" next to all desired rooms)*:			
<div style="display: flex; justify-content: space-between;"> Banquet room (175 max) __ Meeting room (30 max) __ Library (40 max) __ </div>			
Time requested*: Set-up Time: Event Time: Break-down Time:			
Do you understand that you must set up and break down event only within the rented time*? Yes / No			
Do you want access to these electronics? Projector / Microphone <i>If so, the renter must provide all necessary cords.</i>			
Do you want us to supply linens for tables*? Yes / No <i>If so, additional fees apply. See Rental Price List for more details.</i>			
Food and Beverage			
Will there be food*? Yes / No		Will there be beverages*? Yes / No	
Will this be a potluck? Yes / No		Will this event be catered? Yes / No <i>If so, by who?</i>	
Do you understand that the kitchen is not available for use, including heating/refrigeration/place settings/etc.*? Yes / No			
Alcohol			
Will there be alcohol*? Yes / No <i>If so, additional fees apply. See Rental Price List and Alcohol Policy for more details.</i>			
Insurance carrier ¹ :			Phone:
Confirmation			
I understand that this application does not guarantee the date I requested is saved for me. LCC will contact me for approval. A booking deposit is required to guarantee my date. A formal contract will be required with the event details once booking deposit is made.			
Signature of applicant*:			Date*:

¹ We recommend www.eventhelper.com for insurance coverage to host beer, wine, or champagne on our premises.