FINGERLAKES MALL

ROOM RENTAL REQUEST

**Please fill out this form as completely as possible. We understand that everything is subject to change.*

CONTACT PERSON

Name: _____

Phone: _____

Address: _____

Email: _____

Organization (if applicable): _____

Organization Description (if applicable): _____

_____

Non-profit org. recognized by the Internal Revenue Service (Code #501c)? **YES**____ **NO**____

RENTAL INFORMATION

Date: _____ **Time:** _____ Rental is (please circle): **ONE TIME** or **RECURRING**

Can you provide insurance: **YES**____ **NO**____ (if no, Hold Harmless agreement will be required.)

Brief description of event/meeting: _____

_____

SPACES REQUESTED (Circle any you are interested in.)

Business Center

$125 for 3 hours ($25 per extra hour)

Seats: 36 Maximum Capacity: 50

Includes: 6-8ft tables, 36 chairs

Community Room

$150 for 3 hours ($50 per extra hour)

Seats: 50 Maximum Capacity: 50

Includes: 8-8ft tables, 50 chairs, 1-6ft table

**If these rooms don't suit your needs, we have larger venues available for rental.*

RENTAL EQUIPMENT (Circle any you are interested in.)

The following are available at an additional charge. You may also bring your own.

Tables ($8 each)

Chairs ($1 each)

PA System ($60) *(includes 2 speakers and 1 microphone)*

Projector ($35)/Screen ($30)

Stanchions ($6 each)

Extension Cords ($6 each)

Tablecloths ($7 each)

Will you need the promotional doors opened to bring items inside? YES NO

Form completed by: _____ Date: _____

*Contact Elizabeth Hebbard with any questions at 315-255-1188 or marketing@fingerlakesmall.com.

(updated February 2023)