



The Mountaineers Tacoma Program Center

Acct# _____

2302 North 30th Street, Tacoma, WA 98403 - 253 566-6965;

info@tacomamountaineers.org

www.tacomamountaineers.org

Rental Reservation Application

Three rooms are available for rent when not in use by our various courses and activities. The building was renovated in 2012 with Wi-Fi throughout the building and other amenities:

Great Hall, 1st floor, with kitchen access, 12 rectangular banquet tables & 120 chairs, ideal for banquet, auditorium setting, reception or similar events.

Classroom, 2nd floor, with 12 training tables and 40 chairs, carpeted floor, ideal for medium sized meetings & educational programs.

Boardroom, 2nd floor, with conference table and 18 chairs, ideal for small meetings and presentations.

We thank you for your interest in holding your event at our facility. We will respond to your application within 3 business days. When your rental application is approved, payment of the security/damage deposit and a signed rental contract are required to hold the date.

Rental Information: Please indicate the kind of the event you are planning:

Business:

- Presentation
- Training Session
- Meeting
- Team Building Event

Social Function:

- Banquet
- Party
- Wedding Ceremony
- Reception

Reunion

- Memorial
- Dance
- Auction
- Other _____

Number of Guests: _____ Date Requested (dd/mm/yyyy): _____

Start & End Times, including set up and clean-up time: _____

Will alcohol be served? Yes No If yes: Beer Wine Champagne Liquor

Event Caterer (company or self): _____

Name (& Title) of Person Submitting the Application & Responsible for the rental fee: _____

Mountaineers Member? (Branch) since: _____ 501c3 organization? _____

Email: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Street Address: _____

City, ST, ZIP: _____

Contact Person Name (if different than above): _____

Event Clean-up Point Person: _____

Applicant's Signature: _____ Date: _____ Received by: _____

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Date application reviewed: _____ by: _____

Action Taken: _____