



Serving Lafayette Since 1981

## LHC RENTAL & WORKSHOP FORM

**TODAY'S DATE:** \_\_\_\_\_ **DATE PAID & STAFF INITIALS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**RENTAL/WORKSHOP DATE(S) & TIMES:** \_\_\_\_\_

**RENTER'S SIGNATURE:** \_\_\_\_\_

### **RENTAL/WORKSHOP POLICY:**

You are renting space at LHC for the hourly rate of \$\_\_\_ on the date(s) listed above. Should your plans change and you no longer need to rent space, we request you call LHC at (925) 284-7732 ASAP to let us know.

Should you be a "no-show" for the date(s) & times you booked, we reserve the right to charge you for that time.

Renters must pay at time of booking space.

### **If leading a workshop:**

In the event of workshop cancellation by you, the presenter/instructor, we ask that you provide 48 hour notice, pre-rental/workshop, to LHC & all attendees who registered/paid.

In the event of workshop cancellation due to the presenter/instructor, registered/paid attendees will receive a full refund for the cost of the workshop.

Attendees will be required to pay at registration time (cash or check only) & will be required to provide 48 hour notice, pre-workshop, to receive a full refund for not attending. People who have registered/paid & do not attend workshop will not be refunded without 48 hour notice, pre-workshop.