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| A close-up of several circles  Description automatically generatedToger CenterTogether Center Onsite Provider PartnerMeeting & Event Intake Form |

# INSTRUCTIONS

Together Center is piloting an event intake process for all onsite provider partners (OPP) interested in using the Together Conference Center, Community Kitchen, Co-Working Studio and Serendipity Lounge. The purpose of this process is to streamline information sharing between Together Center Administrative Office and our onsite provider partners and to better track use of meeting and event space amenities.

Together Center (TC) onsite provider partners have priority over space availability and are required to book meeting and event space in advance, including any last-minute conference room use.  OPPs may not use a conference room if it has not been reserved via the Together Center booking process.

Each OPP has a monthly allotment of hours, as determined by TC administration, they may schedule for conference room use.  Monthly allotted hours are not transferable and do not rollover. Additional hours used will be tracked and charged back to the OPP via an invoice sent at the end of each month.

Use of conference rooms is permitted for meetings of organization's personnel, or groups under the direct purview of the OPP.  All other non-profit users must request use of the conference room and TC administrative staff will review and approve prior to scheduling.

Please refer to the Together Center User Guide for additional conference room guidelines, hours of use, and hourly use fees.

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| **Today’s Date** | Click or tap to enter a date. |  |
| **ONSITE PROVIDER PARTNER DETAILS** |
| **Organization Name** | Choose an item. | **Your Name (First and Last)** |  |
| **Contact Info** |
| *E-mail* |  | *Phone Number* |  |
| **EVENT DETAILS** |
| **Event Name** |  |
| **Onsite Point of Contact (POC)***This is the day-of onsite contact for the event. Please include name and contact info if different than the Client named above.* |
| **Name (First and Last)** |  | **Email:** |  |
| **Phone Number:** |  |
| **Event Type** | Choose an item. | **Expected Attendance** |  |
| **Event Date** | Click or tap to enter a date. | **Is this an event series with multiple dates? List additional dates here:**  |  |
| **Organizer Arrival** | Choose an item. | **Organizer Exit** | Choose an item. |
| **Event Start** | Choose an item. | **Event End** | Choose an item. |
| **Tell us about your event.** *Provide a summary of your meeting or event activities.* |  |
| **Open to the Public?**  | Choose an item. | **Will minors be present?**  | Choose an item. |
| **Will admission be charged?** | Choose an item. | **Will there be music?**  | Choose an item. |
| **Will food be served?** | Choose an item. | **Will food be sold?**  | Choose an item. |
| **Will you serve alcohol?\***  | Choose an item. |  |  |
| *\*The sale of alcohol is not permitted at Together Center. Alcohol service and consumption is only allowed with approval by Together Center and is also subject to Washington State Liquor and Cannabis Board (WSLCB) regulations. In order to serve alcohol on the premises, Clients must obtain a banquet permit. A banquet permit is required to allow the service and consumption of liquor for a private, invitation only banquet or gatherings held in Together Center—events serving alcohol cannot be open to the general public. More information is available at* [*https://lcb.wa.gov/licensing/special-licenses-and-permits*](https://lcb.wa.gov/licensing/special-licenses-and-permits)*.* |
| **EVENT DETAILS CONTINUED** |
| **Conference Room Selection** | Choose an item. | **Common Area Selection**  | Choose an item. |
| **Room Configuration** | Choose an item. | **# of Tables** |  |
| **# of Chairs** |  |
| **If you selected “Other” please describe your room setup needs:** |  |
| **AUDIO/VISUAL (AV)**The Together Conference Center comes equipped with wall-mounted TV monitors in each meeting room and an HDMI cable to connect to the monitor and in-room audio system. Together Center does not supply presentation or playback devices. If additional AV support is required, please enter in the notes below. \*Note: Not all requests can be accommodated.  |
| **AV Notes:**  |  |
| **ROOM USE HOURSProvide An Estimate of Total Use Hours**The Together Center Administrative Office is requesting Onsite Provider Partners self-report estimated and actual use hours for each event. Enter estimated hours below based on the arrival and exit times of the event organizer, to include arrival time, setup time, the duration of your event, and cleanup and exit in your total estimated hours. Actual use hours will be reported via a post-event survey sent out following each event.   |
| **Use Hours Estimate:**  | Choose an item. |
| **Other Room Hours Notes:**  |  |
| **ROOM CAPACITIES & HOURLY FEES** |

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| --- | --- | --- | --- | --- |
| **Room Name** | **Square Feet** | **Capacity (Max Standing\*)** | **Capacity (Max Seated)** | **Hourly Use Fee\*\*** |
| Together Conference Center (all rooms) | 2400 | 160 | 120 | $75 |
| Tahoma Room | 465 | 30 | 22 | $30 |
| Kulshan Room | 400 | 25 | 18 | $30 |
| Loowit Room | 295 | 20 | 15 | $30 |
| Klickitat Room | 400 | 25 | 18 | $30 |
| Shuksan Room | 380 | 22 | 16 | $30 |
| Tahoma & Loowit Combined | 760 | 50 | 40 | $45 |
| Shuksan, Kulshan, Klickitat | 1800 | 72 | 52 | $55 |
| Kulshan & Klickitat | 800 | 50 | 36 | $45 |
| Klickitat & Shuksan | 780 | 47 | 34 | $45 |
| Community Kitchen | 820 | 45 | 20 | $50 |
| Co-Working Studio | 1800 | 42 | 30 | $50 |
| Serendipity Lounge | 600 | 38 | 25 | $40 |
| Together Center Lobby | 450 | 25 | 18 | $40 |
| Community Kitchen & Co-Working Studio | 2620 | 87 | 50 | $75 |

***\*Maximum standing capacity does not account for any tables or chairs in the room.***

***\*\*Event setup and cleanup times must be included as event hours.***

**TOGETHER CONFERENCE CENTER & COMMON SPACE USER ACKNOWLEDGEMENTS:**

**ROOM USE FEES**

Together Center administration will assess room use fees at the end of each month for all event hours that exceed an OPPs allotted monthly amount. Each OPP is responsible for making payments as indicated in the payment terms on the invoice. Room use fees will be assessed in a way that limits overall budget impacts to OPPs (i.e. if an OPP utilizes the full conference room at $75.00/hr and Tahoma at $30.00/hr, and the total hours exceed the monthly allotted amount, the lowest room rate fee will be assessed for the additional hours).

**BUILDING HOURS & ACCESS**

The Together Center office and lobby closes at 5:00pm Monday through Friday (7:00pm on Wednesdays).  Onsite provider partner (OPP) staff and volunteers will need to assist attendees with doors and access into the Together Center during the event if it takes place outside of business hours. Events must end/guests exit by 9:00pm.

**DAMAGES**Nailing, tacking, taping or other methods of attaching/affixing are not allowed on walls, doors, windows or other surfaces. Use of painter's tape is permitted.  Damage incurred to property or equipment shall be immediately reported to Together Center administrative staff.  Breakage or damage that is not normal wear-and-tear is the financial responsibility of the group using the conference room.

**CLOSING PROCEDURES**
All OPP users and designated onsite event staff will be required to complete closing procedures and a closing checklist prior to exiting the building.  Together Center administration offers a building orientation training to become familiar with the facility, event clean-up requirements, emergency exits, security measures and access control/door lock-up.

All OPPs will return the conference room to a clean state for the next user. Groups using the Conference Center or common spaces for events agree to remove leftover food and garbage from premises, unless alternative arrangements are made with the Together Center Administrative Office.  Tables must be wiped down clean and no evidence of food or beverage is to be left behind. Whiteboards should be blank and clean. Rooms are to be returned the state they were found, lights turned off and doors locked prior to exiting the building.

If excessive clean-up is required by Together Center to restore the room, the event organizer may incur an additional janitorial fee.