



DUNGENESS RIVER
**NATURE
CENTER**

Print Form

Facility Rental Form

Thank you for your interest in renting our facilities. Please take a moment to read through and complete this form.
If you have questions, feel free to contact us by phone or e-mail.

Dungeness River Nature Center
1943 West Hendrickson Road
Sequim, WA 98382

Hours:
Mon. - Sat. | 9 a.m. – 5 p.m.
Sun. | Noon – 5 p.m.

Karen Hickerson
Vistor Services Assistant
karen@dungenessrivercenter.org
564-215-9852

Renter Info

Contact Name

Phone Number

Contact E-Mail Address

Organization Name

Address

Rental **From** Date:

Rental **To** Date:

Number of people

Tax-ID# (non-Profit)

Rental **From** Time:

Rental **To** Time:

Type of function (choose closest match):

Facilities Needed

Spaces for rent:

- ☐ Rain Shadow Hall (~120 seats, podium, A/V, counter w/sink)
- ☐ Commercial Kitchen w/pass-thru to Rain Shadow Hall
- ☐ Patio (add-on if using tents, chairs, tables or private use)
- ☐ Entire Building (includes everything above)

☐ We will be serving alcoholic beverages **

Rain Shadow Hall Configurations:

- ☐ Round tables (seat 6)
- ☐ Rectangular tables
- ☐ Chairs
- ☐ Remove A/V podium

Rain Shadow Hall Set-up:

☒ Renter sets up room

☐

*

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Notes

Notes (Example: *We need 8 rectangular tables set-up in a U-Shape for our board meeting*)

Please download onto your desktop then you open it in the free Adobe Reader software. Please complete the form, save and send to karen@dungenessrivercenter.org
You can modify the message before sending it.

The information submitted in this form is used to generate a contract that will be returned for signature, but does not constitute a contract on it's own.

Thank you and we look forward to working with you