

Wiyachi Village Elders Center

Event/Activity Request Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Organization \_\_\_\_\_

Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  home  cell  work

Title of Event/Activity: \_\_\_\_\_

Detailed Description of Event/Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Age groups to attend: \_\_\_\_\_ Day of Request: \_\_\_\_\_ to \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Main Hall Only Request

Main Hall and Kitchen Request

The legal maximum occupancy is 66 people for dining (tables and chairs), 142 people (chairs only). Holidays and days issued as holidays the center will not be available. Renter/User shall pay a security deposit in the amount of \$150.00. Weekdays the center is occupied by Senior Nutrition until 4:30 pm. Individual Tribal Member \$100.00 each day on weekdays/Saturday. \$150.00 with kitchen, Tribal Business/Entity \$250.00 each day on weekdays/Saturday. \$300.00 with kitchen. Pit River Tribal Housing Board reserves the right to waive fees. Requests must be submitted a minimum of three weeks prior to the date of use. Emergency request will be considered. An individual must be 18 years or older to request and sign the agreement. Requests are handled on a first come first served basis. The center will not be reserved until approved, and agreement signed. PRTHB will waive the fees for funeral receptions (only).

I have read and understand the above. I further understand that it is the discretion of PRTHB to approve or deny the request. I also agree that if approved I will enter into a Use Agreement with the PRTHB.

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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PRTHB Use only: Approved  Denied  Date Approved: \_\_\_\_\_

Housing Board Chairman or, Vice Chair, Secretary Signature: \_\_\_\_\_

Housing Coordinator Signature: \_\_\_\_\_