



## Room Reservation Request

Hospice of North Idaho welcomes you to our campus. **We are a non-smoking/non-vaping campus.** Our campus provides a platform to support physical, mental, and emotional wellbeing, especially when related to hospice topics. Our community rooms support a caring, compassionate future for our community.

### Availability & Capacity

Request rooms at [info@honi.org](mailto:info@honi.org) or (208) 772-7994. Rooms may be requested for weekdays 8:00 AM to 4:30 PM (our office opens at 8:00 AM and closes at 5:00 PM). Limited after-hours may be available by request. Mountain West Community Rooms can be combined to offer 2,800 square feet - seating approximately 180 people.

**Reservations require a 2-hour minimum.**

## Understanding Our Rules and Regulations

1. Smoking/Vaping is not permitted on the Hospice of North Idaho premises at any time – inside the buildings or outside areas.
2. Event parking is allowed south and east of the Community Services Building. Groups over 40 people are encouraged to carpool. Schneidmiller House parking is RESERVED for patient guests.
3. Proper licenses and permits: (<https://www.isp.idaho.gov/abc/>) are required to serve alcohol. Beer, wine, and champagne are the only types of alcohol allowed. NO underage drinking permissible.
4. Insurance: Public events and any events serving alcohol require a Certificate of Insurance with Hospice of North Idaho listed as additionally insured. Private meetings do not require insurance, unless serving alcohol.
5. The use of nails, screws, tacks, or other fasteners is strictly prohibited on any wall, door, ceiling, or other surface. Painters tape is allowed to affix decorations. The use of smoke/fog machines, confetti, sequins, rice, glitter, or tinsel is prohibited. Facility users are responsible for cleanup and removal of all decorations.
6. Damages requiring repair will be billed, as necessary.
7. Audio/Visual Technology – Hospice does not provide any onsite technology support during the event. Users may schedule a technology walk thru prior to event if desired. If technology support is required, the user may schedule support from *Intermax* at a rate of \$100.00/hour with a 1-hour minimum charge.
8. Noise: All guests should be respectful of surrounding neighbors and keep inside/outside noise to a minimum. This is a business and a healthcare IPU with patients.
9. The facility user who signed the contract will be held responsible for the conduct of their guests. The signer accepts responsibility for the meeting room condition including the repair or replacement of damaged or missing equipment and/or facilities.
10. Hospice of North Idaho reserves the right to end any event or facility use if these rules and guidelines are not followed.
11. Our indoor furniture is not permitted on the patio (due to damaging wheels and chair legs).

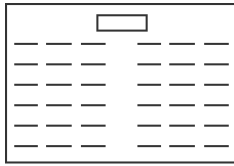
### Event Information Describe your event:

Organization Name:	Address:
Event Contact Name:	Phone:
Email:	Event Date:
Event Title:	Start (Set-Up) Time:
Number of Guests:	End (Clean-Up) Time:

## Room Arrangement and Capacity

Select an arrangement and room. Chairs and rectangle tables are provided.

Note that theatre arrangements allow for maximum seating. Larger rooms may be needed for other configurations.



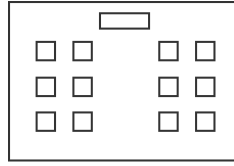
Theatre

Room 1- Max 20

Room 2- Max 30

Room 3- Max 55

All Rooms- Max 180



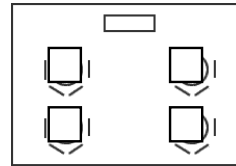
Classroom

Room 1- Max 12

Room 2- Max 18

Room 3- Max 30

All Rooms- Max 60



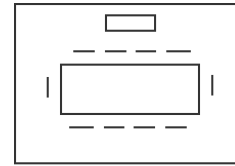
Cabaret

Room 1- Max 18

Room 2- Max 32

Room 3- Max 48

All Rooms- Max 120



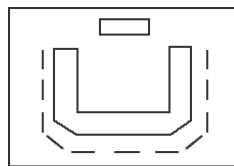
Boardroom

Room 1- Max 12

Room 2- Max 12

Room 3- Max 20

All Rooms- Max 60



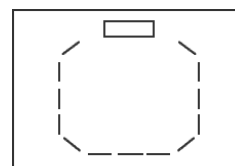
U-shaped

Room 1- Max 16

Room 2- Max 18

Room 3- Max 20

All Rooms- Max 38



Circle of chairs

Room 1- Max 20

Room 2- Max 30

Room 3- Max 50

All Rooms- Max 100

## Rates and Selection

	Room(s)	Weekday Rate Business Hours	Outside of Business Hours Rate	Room Rate Totals # of hrs. x rate = Subtotal
<input type="checkbox"/>	Mountain West 1	\$25/hr.	\$50/hr.	
<input type="checkbox"/>	Mountain West 2	\$25/hr.	\$50/hr.	
<input type="checkbox"/>	Mountain West 3	\$50/hr.	\$100/hr.	
<input type="checkbox"/>	All Rooms (3)	\$100/hr.	\$200/hr.	
<input type="checkbox"/>	Prep Kitchen: Range/oven, sink, dishwasher	\$50/event	\$50/event	
<input type="checkbox"/>	Patio: Limited seating & tables (Rentals encouraged)	\$50/hr.	\$100/hr.	

## Include at No Charge

<input type="checkbox"/> Large TV screen display	<input type="checkbox"/> Hospice laptop (use recommended)
<input type="checkbox"/> Receiving Table/Sign-In Table	<input type="checkbox"/> Podium
<input type="checkbox"/> Easels (# ___ of 11) (Provide your own paper & markers)	<input type="checkbox"/> Coat Racks (# ___ of 2 available)
<input type="checkbox"/> Rectangular tables 2.5' x 5' (# _____ of 20 available)	<input type="checkbox"/> Chairs (# _____ of 200 available)

### Additional Rentals and Costs

<input type="checkbox"/> Microphone (# ___ of 2)	___ x \$15 Each = ___
<input type="checkbox"/> Lapel Mic (# ___ of 2)	___ x \$15 Each = ___
<input type="checkbox"/> Dry-Erase Board (# ___ of 2) Pen usage included	___ x \$15 Each = ___
<input type="checkbox"/> Linens <input type="checkbox"/> Black (# ___ of 5) <input type="checkbox"/> White (# ___ of 8) <input type="checkbox"/> Turquoise (# ___ of 3)	___ x \$5 Each = ___
<input type="checkbox"/> Stage	\$100
<input type="checkbox"/> Water <input type="checkbox"/> Regular Coffee <input type="checkbox"/> Decaf Coffee <b>(Groups Under 20 People Receive 2 Complimentary Carafes)</b>	\$20 (for groups over 20)
<input type="checkbox"/> Cleaning Fee <b>(Food Being Served for Groups of 30 or More)</b>	\$50
<input type="checkbox"/> Live Streaming Set-Up Fee <b>(Per Staff Availability)</b>	\$30
<input type="checkbox"/> Live Streaming Cost Per Hour <b>(Per Staff Availability)</b>	___ Hours x \$30/hr. = ___

### Rental Grand Total of Costs and Fees

Room Rate Total (from previous page)	+
Additional Rentals and Costs Total	+
Non-Profit Discount (if applicable)	-
<b>Invoiced upon receipt of signed contract. Payment is due upon receipt of invoice.</b>	
<b>Grand Total Due:</b>	\$ _____

### Non-Profit Organization Status

We provide a 50% discount to non-profit organizations (2-hour rental minimum). If your organization is a non-profit, please check the box below.

Non-Profit Organization Discount

### Cancellation Policy

You may cancel up to 48-hours before your event at no charge. A \$50.00 cancellation fee will be required if cancellation occurs within 48-hours prior to your event or a No-Show; we will refund all but \$50.00 for the cancellation fee.

### Important Preparation Details

1. Plan to bring your presentation on a USB thumb drive or load from a cloud-based location. To best connect with our audio-visual equipment, use of our laptop is recommended.
2. Arrange a time during business hours to test all presentations and audio needs. Hospice does not have onsite IT for your event.
3. For groups over 40, please carpool. Please request your attendees park in the south parking area behind the Community Services Building. No event parking is allowed at the Schneidmiller House.
4. Convey that this is a Non-Smoking/Non-Vaping campus. No smoking or vaping is permitted inside or outside on our campus.

\_\_\_\_\_  
Requesting Event Contact's Signature

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hospice of North Idaho Staff Contact

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

Please return signed Room Reservation Request form. The applicable License, Permit, and Certificate of Insurance are due when submitting a Room Reservation Request form.