

KOOTENAI HERITAGE COUNCIL, INC.
PO BOX 360 111 E. LINCOLN BLVD.
LIBBY, MT 59923
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Memorial Center Rental Information Form

Thank you for renting Libby Memorial Center for your event. We want your use of the facility to be enjoyable and that you have a very successful event.

In order to guarantee your booking, these *4 important items* must be submitted two (2) *months* prior to the event.

1. Memorial Center Rental Contract must be signed by both you and Kootenai Heritage Council, Inc.
2. The facility rental deposit must be paid with the signed Memorial Center Rental Contract.
3. Certificate of Insurance must be submitted
4. Initialed Rental Information Form

Rental fees for the facility, equipment use and labor for theatrical lighting and/or sound equipment are due and payable ten (10) days after your event. You will be billed after the event for any/all personnel and equipment used at the following rates:

Theatre Lighting and/or Sound Technician	\$ 20.00 per hour
<i>* Note: A Lead Lighting and Sound Technician is required at all events.*</i>	
Set up/Tear Down assistance	\$ 15.00 per hour
Round Tables	\$ 2.00 per event
Round Tables with Cloths	\$ 5.00 per event

Please understand, the basic rental fee **does not** cover the labor for lighting and sound technicians, **nor does it** cover setup/tear down assistance or the use of the round tables and cloths, or rehearsal/set-up days. These items are in addition to the basic facilities rental. Also, please understand that a lead lighting and/or sound technician is required at all events, and that the time spent on lighting and/or sound design set-up along with the actual use of this equipment will be billed at an hourly rate in addition to the basic facility rent.

Renter Initial

KHC Initial

Memorial Center use is growing each year and the volunteers of Kootenai Heritage Council will make every effort to assist you with your event. The community has made a substantial investment in this facility for public and private use. Your rental of the Center along with the fees paid for technicians and equipment helps us keep the facility in excellent condition with all sound and lighting equipment in good repair for the next time you rent the Center.

Thank you for renting the Memorial Center. Enjoy your Stay!