



# RENTAL APPLICATION

PLEASE COMPLETE AND RETURN A COMPLETED FACILITY RENTAL APPLICATION BY EMAIL, MAIL, OR IN PERSON. ONCE YOUR REQUEST IS RECEIVED, STAFF WILL REVIEW THE FORM TO DETERMINE DATE AVAILABILITY AND IF THE CENTER CAN ACCOMMODATE THE EVENT. **PLEASE NOTE: THIS APPLICATION SERVES AS A REQUEST FOR RENTAL SPACE ONLY. INFORMATION PROVIDED DOES NOT SECURE A RENTAL FOR ANY SPACE.**

## CONTACT INFORMATION (OF FUTURE CONTRACT HOLDER)

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

## EVENT INFORMATION AND SCHEDULING

EVENT NAME: \_\_\_\_\_

EVENT TYPE: PERFORMANCE (THEATER,MUSIC,DANCE): \_\_\_\_\_ REHEARSAL: \_\_\_\_\_ BANQUET/RECEPTION: \_\_\_\_\_ FESTIVAL: \_\_\_\_\_

MEETING/TRAINING/WORKSHOP: \_\_\_\_\_ OTHER: \_\_\_\_\_

EVENT SPACE (SELECT ALL THAT APPLY):

BALLROOM: \_\_\_\_\_ FOYER: \_\_\_\_\_ CONFERENCE ROOM: \_\_\_\_\_ SMALL MEETING ROOMS: \_\_\_\_\_

KITCHEN: \_\_\_\_\_ DRESSING ROOM: \_\_\_\_\_ OUTDOOR SPACE LAWN: \_\_\_\_\_

HOW MANY? (UP TO 5 ROOMS AVAILABLE)

DATES AND TIME: \_\_\_\_\_ SINGLE DAY EVENT: \_\_\_\_\_ MULTI-DAY EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ EVENT START: \_\_\_\_\_ EVENT END: \_\_\_\_\_ CLEANUP END: \_\_\_\_\_

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EVENT DESCRIPTION: (BRIEFLY DESCRIBE THE EVENT PURPOSE AND ACTIVITIES) \_\_\_\_\_

## EVENT DETAILS

IS THE EVENT OPEN TO THE PUBLIC? YES: \_\_\_\_\_ NO: \_\_\_\_\_ ADMISSION TYPE: FREE: \_\_\_\_\_ ENTRY FEE: \_\_\_\_\_

EVENT IS CONSIDERED OPEN TO THE PUBLIC IF IT IS MARKETED OR PROMOTED TO THE GENERAL PUBLIC AND ANYONE CAN ATTEND FOR FREE OR WITH A TICKET

AUDIENCE: ADULT: \_\_\_\_\_ YOUTH: \_\_\_\_\_ ALL AGES: \_\_\_\_\_

EXPECTED EVENT ATTENDANCE: \_\_\_\_\_ WILL THERE BE OUT OF TOWN VISITORS? YES: \_\_\_\_\_ NO: \_\_\_\_\_

VISUAL/PERFORMING ARTISTS? Yes: \_\_\_\_\_ NO: \_\_\_\_\_ NUMBER OF EVENT TEAM: (PERFORMERS, VOLUNTEERS, CREW, ETC.) \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

SERVING FOOD/SELLING FOOD: \_\_\_\_\_ SERVING ALCOHOL: \_\_\_\_\_ TENTS/CANOPIES: \_\_\_\_\_

MOONWALK/ROCKWALL: \_\_\_\_\_ AMPLIFIED OUTDOOR SOUND: \_\_\_\_\_ CATERER: \_\_\_\_\_

