



Applicant: \_\_\_\_\_

Date of Event: \_\_\_\_\_

SPACE & USE

1. Indicate the studio(s) you want to reserve (rental of Studio C is required when renting for events with food or beverages):

- Studio B, Studio C/Kitchenette, Studio D

2. Indicate how you will use the space (mark all that apply):

- Meeting, Class/Lesson, Rehearsal, Party, Other (specify): \_\_\_\_\_

3. Will you be serving food? Yes No

- If yes, who is providing? Group member, Caterer (drop-off only), Caterer-prepared/served on-site (permits are required; see Rental Guidelines)

If yes, do you need it kept heated? Yes No

4. Will you be serving alcohol? Yes (permits are required; see Rental Guidelines) No

5. Will there be music? Yes No

- If yes, who is providing? NWAC Sound System, DJ, Live - list instruments: \_\_\_\_\_

6. Will you be collecting admissions? Yes No Estimated Amount: \_\_\_\_\_

7. Will you be selling concessions? Yes No Vendor Name: \_\_\_\_\_

EQUIPMENT

8. Describe any decorations, equipment or delivery for your event: \_\_\_\_\_

9. On-site NWAC equipment to be used (mark all that apply):

- Vinyl/metal stacking chairs: # chairs requested, 6 ft rectangular tables (20 available) # tables requested, Projector screen (must bring own projector), Cordless microphone (deposit applies), Corded microphone w/ stand (deposit applies)

10. If renting Studio C, kitchen equipment needed (mark all that apply):

- Microwave, Range/Oven, Refrigerator/Freezer, Commercial Dishwasher

RULES & REGULATIONS SPECIFIC TO THIS FACILITY (initial each)

- Hours: Rentals must end no later than 10 p.m. and premise must be vacated no later than 11 p.m.
Sound: Music must cease by 10:00 p.m.
Furnishings: Each room has an inventoried set of tables and chairs. It is the responsibility of the renter to set up and move furnishing for the rental and return furnishings & equipment to their original position upon departure.
Trash: Empty trash cans that are at least half full into dumpster located in parking lot.
Facility Rental Information: I have read and understand the "Facility Rental Guidelines" document.

CONTACT INFORMATION