

1912 Center Room Rental Application

Today's Date: _____

APPLICANT INFORMATION:

Organization Name	
Contact Name	
Is this your first time renting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
GR: \$25 per hour (plus tax)	<input type="checkbox"/> 501(c)3 Non-Profit (provide tax ID number):
GR: \$35 per hour (tax exempt)	<input type="checkbox"/> Governmental Organization (Tax Exempt- requires a form)
GR: \$90 per hour (plus tax)	<input type="checkbox"/> Individual or For Profit Organization
Booking Fee (if required) \$50.00	Rates for Fiske Room & Arts Workshop: \$15 per hour plus tax
E-mail Address	
Daytime Phone Number	
Evening Phone Number	
Billing Address	

RENTAL EVENT INFORMATION:

Requested Rental Date(s)				
Possible Alternate Date(s)				
Room(s) Requested				
(rentals are for a solid block of time)	Set-up Start	Event Start	Event End	Clean-up Done
Times				
Purpose of Use				
Expected Number of Attendees	Tablecloth Use Fee <input type="checkbox"/> \$40 <input type="checkbox"/> \$60			
	PA System	Screen	Podium	Tablecloth Color
Special Set-up Equipment				
Will you be serving alcohol?	<input type="checkbox"/> \$25 Fee (requires a licensed caterer with an official permit)			
Do you need to use the kitchen?	<input type="checkbox"/> \$30 Use Fee		Total hours of room use:	
Is this event open to the public?	Will you want to borrow dishes?		<input type="checkbox"/> Yes	
Is there an event entrance fee?				
Website or contact name & number for more information				

EVENT DESCRIPTION:

Please describe your event for us:

With your signature, you agree to abide by the 1912 Center rental procedure seen on our website.

Signature _____