**RAINIER ARTS CENTER RENTAL APPLICATION**

**CONTACT INFORMATION**

Name (Organization or Individual):

Address (Street):

Address (City, State, Zip):

Phone: Email:

Is this a non-profit? [ ]  Yes [ ]  No | If yes, provide Tax ID number:

Who is the contact-person for this event? If different than above.

Name:

Phone: Email:

**EVENT INFORMATION**

When will this event take place? Date(s):

Rental start time (includes load-in and set-up):

Rental end time (includes clean-up and load-out):

Event start time (AFTER load-in and set-up)?

For performances, please indicate which dates/times are rehearsals and tech rehearsals.

**VENUE INFORMATION (continued)**

What type of event will this be?

What activities will occur during this event?

What is the name of the event?

**VENUE / EQUIPMENT NEEDS**

Which space will you need for your event?

Check all that apply: [ ]  AUDITORIUM / [ ]  EVENT ROOM / [ ]  KITCHEN

Using the KITCHEN? What will be prepared?

Will alcohol be served at this event? [ ]  Yes / [ ]  No

Using the AUDITORIUM? What equipment\* will you need? Check all that apply.

[ ]  Sound system

[ ]  Microphones (only wired). How many?

[ ]  Projector

[ ]  DVD/BluRay player

[ ]  Connector for personal device (music player, laptop, etc.) to projector

[ ]  Piano

[ ]  Stage – theater lights

[ ]  Stage – work lights

\*Use of auditorium audio/video equipment requires a technician at an additional fee. Initial

A cleaning fee will be added unless Renter will handle clean-up responsibilities. Initial