

SPACE RENTAL REQUEST

Event Name:

Business / Organization Name (if applicable):

For Profit / Private or Non-Profit

(Must be a registered 501(c)3 to claim non-profit status):

Address:

Contact person:

Phone: **Email Address:**

Website (if applicable):

Date/s requested:

Time/s requested: (please list your entry and exit time for the event, including setup and
breakdown time):

Will this be a catered event? Yes No

Caterer: **Caterer Phone:**

Will you be bringing your own food? Yes No

If Yes, Please explain: (Homemade hors d'oeuvres? Platters brought in? Hot food?)

Special Requirements:

Technical Needs:

Piano Tuning *(Renter's Responsibility)*

Room/s needed if known *(Classroom/s, Dee Sarno Theater, Gallery etc.):*

How many people will your event be accommodating?:

Other / Notes: