



RENTAL INQUIRIES

Date ____/____/____ Name _____

Phone/Email _____

Event Date _____ Event Time _____

Event Type/Description _____

Set Up Hours _____ Pack Down Hours _____

Of Guests/Attendees _____ # Of Staff Members/Volunteers _____

How Many Cars?/Types of Cars _____

Space Requested Auditorium Lounge Schoolhouse Upstairs Parking Lot

Kitchen Required? Yes No / Prep Only Full Kitchen Use / Catered

Catering Details _____

Will Alcohol be Served? Yes No / Wine/Beer Full Bar/Hard Liquor

IF YES: Will Children be Present? Yes No

How will you Decorate? Please provide details i.e. big band, live music, jumping castle, DJ,

dance floor, flowers, banners etc _____

Of Chairs required _____ Chair Set Up (e.g. Theatre style, at tables) _____

Of Tables required Round _____ Rectangle _____

Table Set Up _____



Do you need: **Projector?** Yes No

Screen? Yes No

Mics and Speakers? Yes No

There is a separate fee for the projector, screen, and mics and speakers

What is your Budget? _____

How did you hear about us? _____