

Please fill out this rental application to the best of your abilities. Please use the back side the application if more room is needed.

Name of Renter/Organization: \_\_\_\_\_

Representative (if applicable): \_\_\_\_\_

## Contact Information

\_\_\_\_\_  
Telephone Cell Fax

\_\_\_\_\_  
Address City State Zip Code

Best time to reach you: \_\_\_\_\_

## Rental Information

Desired space: \_\_\_\_\_ Date(s) & Time(s): \_\_\_\_\_

Briefly describe the intended use: \_\_\_\_\_  
\_\_\_\_\_

How many people do you plan for attendance: \_\_\_\_\_ Is the event open to the public: Y N

Will you be charging for admittance: Y N If so, what are the fees: \_\_\_\_\_

Please place a numerical value for the following: Tables required \_\_\_\_\_ Chairs required \_\_\_\_\_

Please check all pertinent statements:

We will be serving alcohol.  We need use of a kitchen.

We require sound equipment. Please describe: \_\_\_\_\_

We require video equipment (projector, screen, etc). Please describe: \_\_\_\_\_

We would like the BAC staff to help set up this event. Please describe: \_\_\_\_\_

We would like the BAC to clean the event afterwards for an additional fee.

We have additional staff needs beyond the BAC House Manager and Technical Director (required for performances). Please describe: \_\_\_\_\_