



Facility Request Form

Required info on initial consult with client

Name: _____

Phone Number: _____

Email: _____

Dates Requested: _____ Day of week: _____

Rental fees will be billed using all time using the space including set up and clean up:

Arrival Time: _____ Departure Time: _____

Auditorium Studio Which Studio? _____

Tables: Cafe: How many? _____ Long Banquet: How many? _____

How many guests? _____

Please describe the activities that will take place: _____

UPGRADES:

- Flat Screen TV - \$30
- Sound Man/Mixing Board - \$150 for 3 hrs. minimum, \$50/hr. for each additional hour.
- Special Effect Lighting - \$75 and up
- Table Coverings/Black cloth: \$75 Qty of small _____ Qty of large _____
- Ceiling Projector with drop down screen - \$50
- Use of additional space such as the Purple Studio for backstage activities- \$25
- Use of kitchen for food prep/oven/stovetop - \$25
- Large crowd of 100 or more - \$50

PRICE OF RENTAL: \$ _____

Notes:

- Received Request Form
- Sent Estimate
- Received \$100 deposit
- Sent contract
- Returned Signed Contract
- Paid Balance \$ _____

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