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? ________________

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: $ __________

☐ Received Request Form
☐ Sent Estimate
☐ Received $100 deposit
☐ Sent contract
☐ Returned Signed Contract
☐ Paid Balance $ __________

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