

- AVERITT CENTER FOR THE ARTS RENTAL REQUEST FORM -

THE AVERITT CENTER FOR THE ARTS RESERVES THE RIGHT TO REFUSE ANY RENTAL REQUEST BASED ON BUT NOT LIMITED TO VENUE AND STAFFING/ PERSONNEL AVAILABILITY; SPACE USAGE; APPROPRIATENESS OF CONTENT; OR CONFLICT OF INTEREST.

THIS FORM DOES NOT CONSTITUTE A BINDING CONTRACT BETWEEN THE INDIVIDUAL (LESSEE) AND THE AVERITT CENTER FOR THE ARTS. THIS IS A FACT GATHERING FORM THAT WILL BE REVIEWED BY THE AVERITT CENTER FOR THE ARTS TO DETERMINE IF WE CAN ACCOMMODATE YOUR EVENT.

ADDITIONAL INFORMATION MAY BE REQUIRED, INCLUDING BUT NOT LIMITED TO A COPY OF YOUR ARTIST CONTRACTS AND ARTIST TECHNICAL RIDERS.

THE COMPLETION OF ALL SECTIONS WITHIN THIS FORM IS REQUIRED FOR THIS REQUEST TO BE VALID.

CONTACT INFORMATION (required)

Full Name _____

Organization/ Company Name _____

Street Address _____

City, State, Zip _____

Email Address _____

Phone Number _____

Is your Organization a Non-Profit? Yes No

Non-profit organizations must submit a copy of their IRS 501(c)(3) letter to qualify for the non-profit rate.

RENTAL INFORMATION (required)

Date of Rental Requested _____

Start Time of Reservation _____ End Time of Reservation _____

Approximate Number of Attendees _____

TYPE OF RENTAL (required)

- Theater Performance
- Dance Performance
- Concert Performance
- Fashion Show/ Beauty Pageant
- Lecture
- Meeting
- Other: _____

DESCRIPTION OF EVENT (required)

ADDITIONAL ADD-ON SERVICES (required)

- No Services Needed
- Marley Floor (\$100 per rental)
- Grand Piano (\$150 per rental)
- Lectern
- Costume Racks: _____
- Music Stands: _____
- Chairs: _____
- Tables: _____
- Other: _____

- AVERITT CENTER RENTAL POLICY ACKNOWLEDGEMENT -
(required)

- I have read and agree to all the Averitt Center for the Arts Rental Policies.*

- CERTIFICATION -
(required)

- I represent that the above information is true and accurate. I fully understand that any falsification within this form may result in denial of my rental request.*