

Rental Request for CulturalDC SOURCE

Today's Date: _____, 20____

PRESENTER INFORMATION

Organization Name: _____

Contact Person: _____

Secondary Contact (if applicable): _____

Address: _____

Phone: _____ Email: _____

Website: _____

- Please describe your status:**
- For-Profit/Corporation
- Individual
- Not for Profit 501(c)3 (Certificate Required)

Mission Statement:

Please state the official mission statement of your company.

EVENT INFORMATION

Type of Event (please check all that apply):

- Rehearsal Reception Performance Play/Musical
- Class/Workshop Fundraiser Concert/Dance
- Meeting Party Tech/Load In
- Other (Please describe): _____
- Ticketed Event (Open to the Public) Non-Ticketed Event (Private/Invite Only)

Title of Event: _____

Date(s) Requested: _____

Start Time of Event: _____ **End Time of Event:** _____

Curtain (if applicable): _____ **Number of Guests expected:** _____

For a total of _____ **(number of events) in** _____ **weeks**

Description of Rental Use:

(please explain, with detail, how you plan to use the facilities)

SPACE(S) REQUESTED:

- Source Black Box
- Rehearsal room
- Classroom

TECHNICAL NEEDS:

Note: These are items that can be rented in addition to the space. For technical specifications for the spaces, please contact rentals@culturaldc.org

- Projector w/ adaptor kit
- Projector Screen

ARTISTIC/PRODUCTION STAFF:

Please provide the names and titles of your artistic and production staff

EQUIPMENT:

- 6ft table(s) _____ Chair(s) _____
- Other _____

COMPUTERS/CONNECTIVITY:

- Wireless Internet Connection(s) _____ Wired Internet Connection(s) _____

CATERING/CONCESSION STAND:

Will food/drinks be served at this event? Yes/No

Will alcohol be served/sold at this event? Yes/No

We would be happy to suggest a caterer should you need one.

ADDITIONAL NOTES:

Upon completion of the rental application, a detailed cost estimate based upon the information provided in this application will be submitted to the point of contact. Once the estimate has been approved, a contract will be drafted.

Due upon execution of the rental contract, a 25% non refundable rental deposit is due.

Payments can only be made by check.

Checks can be made payable to CulturalDC.

TERMS AND CONDITIONS

Please initial below indicating that you/your organization will be able to agree to said conditions.

_____ **Rental Deposit.** A non refundable rental deposit (25% of total rental fees) is required to reserve upon execution of the rental agreement.

_____ **Security Deposit.** In addition to the rental fees, a security deposit must be remitted with the signed contract. This deposit is shall be returned to licensee at a specified settlement meeting after event is complete.

_____ **Staffing.** The Licensee agrees to provide all necessary administrative, artistic and production staff for the production including but not limited to a house manager, box office manager, technical director and stage manager. A list of staffing will be required 30 days out from rental.

_____ **Additional Fees.** There will be a \$100.00 "Next day pick up fee" for any items left behind rented equipment, set/props/costumes, personal belongings, etc. CulturalDC is not responsible for the safe return of such items. The Licensee is responsible for providing all necessary equipment. Any equipment provided by CulturalDC is subject to additional fees.

_____ **Insurance:** Licensee will obtain a Certificate of Insurance naming the Cultural Development Corporation as an additional insured and maintain said insurance through the term of agreement. This policy should provide liability coverage of no less than \$1,000,000.00.

_____ **Signage:** Licensee shall not, without CulturalDC's prior written consent install any interior or exterior signs, placards, banners or the like on the Premises. CulturalDC will provide a sandwich board upon request for the Licenses to place signs, placards, banners or the like.

_____ **Cancellation:** If the cancellation of the event occurs less than 30 days prior the event date, Licenses will forfeit the rental deposit. In the event the CulturalDC must cancel use of the facility, all deposit monies will be returned to the Licensee.

Please return this form by email (rentals@culturaldc.org)