

Event Space Application

Please fill out the application according to your event space needs
225 W. Fourteenth St., Traverse City, MI 49684, (231) 421-5963, office@gtcircuit.org

1. Renter

Today's date _____

Last Name: _____ First Name: _____

Address: _____

City : _____ State : _____ Zip: _____

Phone(s): _____

Email: _____

Group or Organization: _____

Describe your organization (if applicable): request collaborative event

2. Additional Contact Person: _____

3. Purpose for use of facility:

4. Space requested: Upper Gallery, Lower Level, Private Studio, Kitchen space,
(check all that apply OR Whole Facility, Package price, package _____ *see rental agreement*)

5. Requested Rental Dates and Times (must include decorating/set-up & clean up):

Date(s) _____ Time(s) _____

one time event (one day multiple days number of days per month)
 ongoing (weekly bi monthly monthly other _____)
 3 months 6 months 12 months (3 month minimum commitment for ongoing program rate) other _____

6. Number of guests/participants expected _____ **7. Number of facilitators/volunteers expected** _____

8. Equipment & Amenities needed : [Note number needed in space or simply check space when appropriate]

microphone \$50 (mic & stand, amp, speakers. w/setup)
 10 folding banquet tables (6'x2') 75 banquet chairs (\$50 for up to 10 tables w/chairs.) *Table covers not included*
 Event 100 chairs stadium seating with up to 3 tables for food and merchandise.(\$50)

Kitchen Items: All items \$25 total

6 water pitchers 3 coffee thermoses, coffee maker (filters provided, you must provide coffee), refrigerator freezer

***Amenities and equipment: Total Fee. \$** _____

Equipment / Items you are bringing in: *ie stage lights, stage, props*

9. Additional Rental Needs / Requests - give details as needed

Food and beverages (plan to have caterer? associated needs?) special set up or electrical needs (for food or other).
 music and volume levels; (use of stereo, mics, etc) signage decorations. other similar materials
 delivery of equipment or materials alcoholic beverages?
 Use of Kitchen (limited to cooling or warming already-prepared food items)
 animals needed specifically for the use of a person with a disability or animals that are used for instructional purpose
Other considerations or terms of use requested:

Sterno only, NO candles or any other type of flame;no tacks, nails, tape, wire, or staples - NO glitter, sparkles, rice.

