"The Grand Traverse Circuit" Cultural Arts, Wellness, Education & Rental Space 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): red	uest collaborative event	
2. Additional Contact Person:		
3. Purpose for use of facility:		
4. Space requested: Upper Gallery, L (check all that apply OR Whole Facil 5. Requested Rental Dates and Times (must incl	lity, Package price, pac	kagesee rental agreement
D-1-(-)	Time of (a)	
one time event (one day ı ongoing (weekly bi month	multiple days number of all the control of the	days per month) ent for ongoing program rate) other
6. Number of guests/participants expected	7. Number of fa	acilitators/volunteers expected
 8. Equipment & Amenities needed: [Note number microphone \$50 (mic & stand, amp, speake 10 folding banquet tables (6'x2') 75 banque Event 100 chairs stadium seating with up to 	ers. w/setup) et chairs (\$50 for up to 10 table	es w/chairs.) Table covers not included
Kitchen Items: All items \$25 total	73 tables for 1000 and mercha	muise.(\$50)
6 water pitchers 3 coffee thermoses,	coffee maker (filters provided, you	must provide coffee),refrigeratorfreezer
*Amenities and equipment: Total Fee. \$		
Equipment / Items you are bringing in: ie stage lights, s		
9. Additional Rental Needs / Requests - give detaFood and beverages (plan to have caterer? assomusic and volume levels; (use of stereo, mics, edelivery of equipment or materialsalcoholUse of Kitchen (limited to cooling or warming alrohol)	ociated needs?)special setc)signagedecoration ic beverages?	set up or electrical needs (for food or other). onsother similar materials
animals needed specifically for the use of a pers Other considerations or terms of use request	son with a disability or animals	that are used for instructional purpose

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

Parking

The parking lot can hold about 12-15 vehicles.

Cars may park along Pine Street and across 14th street at Thirlby Field's parking lot.

Reservation Policies

One-time events or programs - A 50% deposit of the rental rate along with this completed Rental Application is due to guarantee your reservation. The deposit will be held and applied to the rental fee if the request is approved. The deposit will be returned if the rental application is denied. Balance will be due upon date of event, along with any applicable security deposit. Package rates are due in full to hold the space.

Ongoing programs - To reserve your space, you must agree to a 3 month or more rental contract and make payments on the 1st of each month of the contract, unless other terms are mutually agreed upon. Ongoing programs must also provide proof of liability insurance before program is facilitated. Insurance may be obtained from your Homeowner's or Renter's Insurance Policy, your business, or your professional organization. Certificates and person responsible must be present during entire event.

Payment may be made via cash, check or money order; Please do not mail cash payments. Send check or money order to: TC Circuit, 225 W. Fourteenth St., Traverse City, MI 49684.			
Additional Fees & Responsibilities *There is an automatic \$55 Manager fee for setting up the rental and providing access to building for all one-time events. The charge for an on-site manager during an event is an additional \$55/hour. *Manager Fee\$55 Onsite Manger Fee (\$55/hr x hrs) = \$ Equipment Fee \$			
**Events with 75 or more anticipated guests require a security deposit of \$150.00 due on date of event. **Events serving alcoholic beverages require a \$250 security deposit and a liability insurance rider (please see our Terms).			
By signing this Application, I agree to The Grand Traverse Circuit Space Rental Agreement as well as the Terms & Conditions specifically set forth in this Event Space Application.			
Authorized Signature (Renter) Date			
Rental Fee: \$(rate) x (hours) = Subtotal: \$			
*Required Manager Fee for one-time events: \$\$55			
Equipment/Amenities Fees: \$			
Onsite Manager Fee: \$			
Total Amount due: (not including security deposits) \$			
Rental Deposit Due to Reserve Space: (= half of subtotal, Due upon acceptance of application)			
Balance Amount Due: (due before date of event)			
Security Deposit: (a separate check or credit card info is required for any security deposit) \$			
\$150 (100+ guests) or \$250 (any event w/alcohol)			
To be filled out by a "The Grand Traverse Circuit" Representative: (Space Notes)			
Approval Checklist:Times/Dates/Rate /Additional Rental Equipment & charges setup styleInitial fees/ Deposit Amount/ purpose of event Payment information collected			
The Grand Traverse Circuit reps Signature Date			
Rental Deposit Paid Security / Equip. Deposit Paid Balance Paid			
Security or Equipment Deposit to be returned within 2 weeks after event: \$ n/a Date Returned			