

Facility Rental Request Form

Event Information:

Date Requested: _____

Event/Meeting Title: _____

Purpose of meeting/use: _____

Room/Space Requested & Purpose: _____

Time of Arrival (set-up): _____

Time of Departure (including clean up): _____

Total Hours (Per space): _____

Renter Information:

Organization/Individual: _____

Contact Phone Number(s): _____

Contact Email Address: _____

Address of Individual or Entity: _____

Please Check One:

- ☐ GAC Member - **25% Discount**
- ☐ Non Profit/Tribal - **25% Discount**
- ☐ For-Profit/Other

*Please Check all Spaces Requested:
(Pricing for spaces on following page)*

Theater	<input type="checkbox"/>
Baird Gallery	<input type="checkbox"/>
Dance Studio	<input type="checkbox"/>
Cafe Gallery	<input type="checkbox"/>
Dot's Kitchen	<input type="checkbox"/>
Art Classroom	<input type="checkbox"/>
Tredway Galleries	<input type="checkbox"/>
Courtyard	<input type="checkbox"/>
Ron Earl Room	<input type="checkbox"/>
Clay Studio	<input type="checkbox"/>
Tomorrow Bar (Single Payer)	<input type="checkbox"/>
Tomorrow Bar (Open Bar)	<input type="checkbox"/>

List additional needs for rental spaces below:

(example: **theater** - use of projector and sound system with lighting **baired gallery** - 5 round tables with chairs and linens)

[illegible]

Rental Space Pricing:

- ALL rentals are subject to a **\$50.00** non-refundable deposit
- These prices are subject to change on a case by case basis

Space	Hourly Rate	Daily Rate (8+ hours)	Typical Needs for Space
Theater	\$70	\$560	Technical support, lighting, AV equipment
Baird Gallery	\$70	\$560	Set up, Tables, Chairs, Linens, Lighting, AV Equipment, Take Down
Dance Studio (Class/Event Rental)	\$45/\$70	\$400	Sweep and mop all dance floors, tables
Cafe Gallery	\$45	\$360	Staging
Dot's Kitchen	\$65	\$520	Catering supplies
Art Classroom	\$50	\$450	Art supplies (optional)
Tredway Galleries	\$45	\$360	Set up, Tables, Chairs, Linens, Lighting, AV Equipment, Take Down
Courtyard	\$70	\$520	Set up, Tables, Chairs, Linens, Lighting, AV Equipment, Take Down
Ron Earl Room	\$45	\$360	Water service, extra tables/chairs for larger parties
Clay Studio	\$TBD	\$TBD	*Dependent on use
Tomorrow Bar (Individual Payers)	N/A	\$120 <i>flat rate</i>	Bartenders, either on staff or volunteers
Tomorrow Bar (Open Bar - Renter assumes cost of full bar tab and 20% gratuity)	N/A	\$120 <i>flat rate</i>	Bartenders, either on staff or volunteers

Additional Costs:

Chairs: \$1

Tables/Linens: \$7

Audio/Visual/Lighting Equipment: \$50/hr

(projector, screen, sound system, lights etc.)

→ For highly technical events/performances/concerts, GAC will provide a certified sound and light engineer based on availability for an added: \$100/hr

Beverage Service (lemonade, tea, coffee etc): \$15 per service

**If you are unable to find the services you are looking for, please specify your needs, and we will be happy to assist you*

Building Layout Located on Next Page...

Building Capacity:

Theater: 173 people

Gallery: 50

Reception: 15

Café: 30

Kitchen: 18

Clay studio: 69

Dance studio: 97

Dance studio lobby: 16

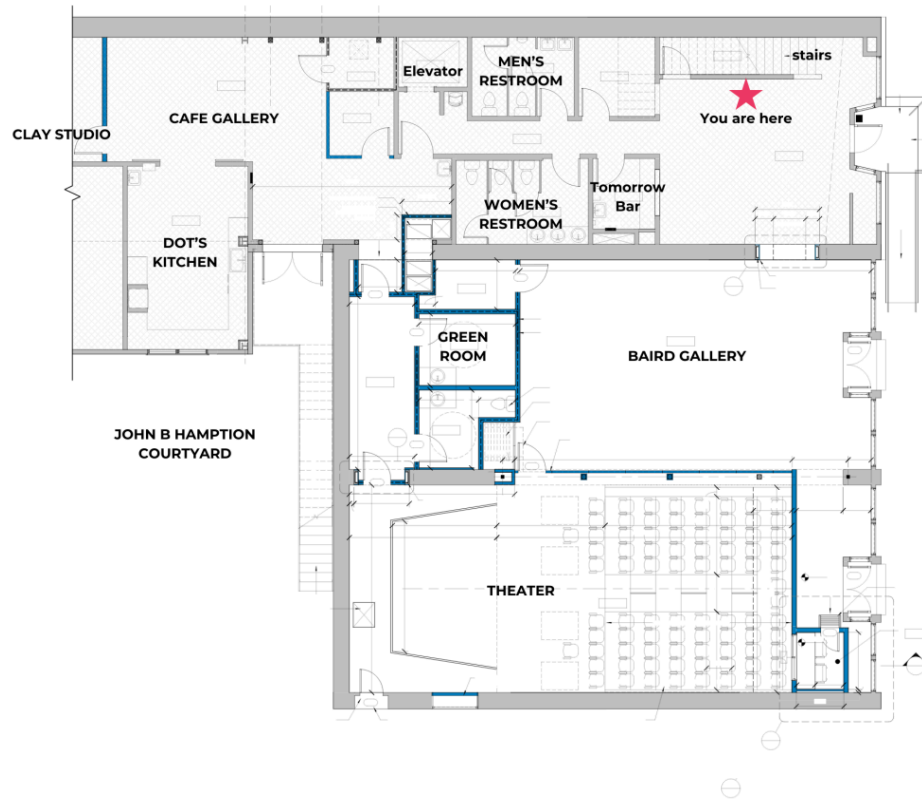
Mezzanine Gallery: 13

Gallery off Mezzanine: 9

Offices: 24

Basement: 5

Main Level



Second Floor

