

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	☐
Baird Gallery	☐
Dance Studio	☐
Clay Collective	☐
Dot's Kitchen	☐
Art Classroom	☐
Tredway Galleries	☐
Courtyard	☐
Ron Earl Room	☐
Nancy Tredway Music Room	☐
Clay Studio	☐
Tomorrow Bar (Single Payer)	☐
Tomorrow Bar (Open Bar)	☐

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)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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
Clay Collective	\$45	\$360	Staging, small group events, PYOP
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
Nancy Tredway Music Room	\$35	\$280	Music education space, singing or vocal lessons, music instrument and more!
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 Rough Estimates:

Theater: 100 people

Gallery: 150

Reception: 20

Clay Collective: 30

Kitchen: 18

Clay studio: 69

Dance studio: 97

Dance studio lobby: 16

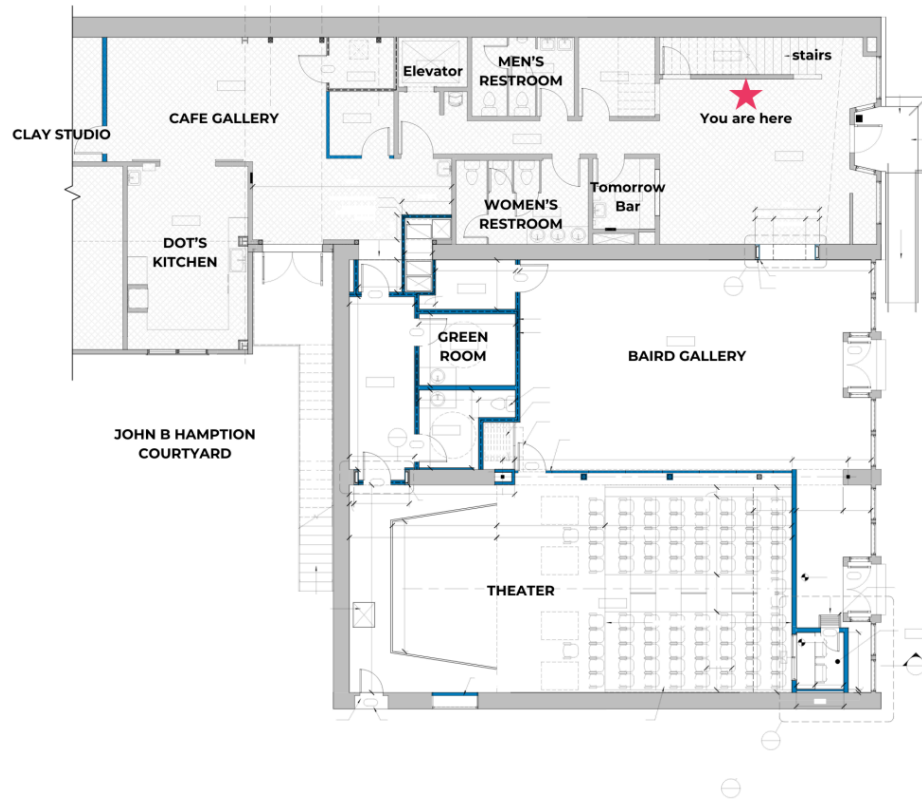
Mezzanine Gallery: 13

Gallery off Mezzanine: 15

Offices: 24

Basement: 10

Main Level



Second Floor

