RENTAL REQUEST FORM FOR EVENTS

APPLICANT INFORMATION SHEET



Interviewed by:

Date:			
Legal Name:			
Are You A NACC Tenant?		□ YES	□ NO
Have You Held an Event At The NACC in the	Past?	□ YES	□ NO
Present Address:			
City and State:			
Phone (Home): (Cell):	En	nail:	
*SS#:			
List two Personal References (Not relatives)			
1.) Name:			
Relation/Title:			
Contact Phone:			
Address:			
2.) Name:			
Relation/Title:			
Contact Phone:			
Address:			
Occupation:			
Current Employer:			
Business Address:			
Contact Phone:			
Email Address:			
*Have you ever been convicted of a felony or	misdemeanor?	□ YES	□ NO
*If "yes", explain the conviction:			
*Disclaimer: In an effort to enhance building security applicants may be subject to a background check. As a			
Have you Submitted a Formal Event Proposa			uns application.
Trave you submitteed a Formar Evene Fropose			□ NO
If you have A Formal Event Proposal or Letter of			
event in the space below:	, 1		1 3

Revised June 14, 2017 Page 1 of 2

RENTAL REQUEST FORM FOR EVENTS

APPLICANT INFORMATION SHEET



Event Title:				
Requested Space:				
Requested Date(s) & Time(s)				
Will You Need Audition Space?	□ YES	□ NO		
If YES , What Date(s) & Time(s)				
Will You Need Rehearsal Space?	□ YES	□ NO		
If YES, What Date(s) & Time(s)				
Event Description:				
Is this A Public or Private Event?				
Will you be selling Tickets To This Event?	□ YES	□ NO		
If YES, approximately how much will Tickets Cost?				
Approx. Number of Participants:				
List Any Sponsors:				
• •				
Is this a charity/fundraising event?	□ YES	□ NO		
If YES, state the organization proceeds will go to:				
Are you keeping a Portion of The Proceeds?	□ YES	□ NO		
Will you Provide Security For This Event?	□ YES	□ NO		
Will You Need Sound & Lighting Equipment?	□ YES	□ NO		
Do you Need Caterers For This Event?	□ YES	□ NO		
Will you Need Chairs/Tables for This Event?	□ YES	□ NO		
Can you Provide Proof of Insurance?	□ YES	□ NO		
If "NO", your application will Not be submitted until proof of insurance is received.				
**Reminder: A Non-refundable deposit of 50% is required in order to secure your desired date. Please n				
and Cultural Center. Upon acceptance, all groups are required to show proof of \$1,000,000 liability is Cultural Center as an additional party insured for date(s) of building use. A meeting may be required to fi		•		
will Not be approved for rental without proof of insurance.				
,, hereby state that information I have provided				
(name of applicant)				
On this application is true and up to date, I will inform the NACC immediately if any of this information changes. I understand that the NACC reserves the right to contact the references I have provided, and my				
employer. I understand that the NACC reserves the right to refuse this application.				
Signature of Applicant Dat	:e			

Revised June 14, 2017