

Studio 7 Arts Event Space Application

Please fill out the application according to your event space needs
225 W. 14th St., Traverse City, MI 49684, (231) 932-9808

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 co-sponsorship

2. Additional Contact Person: _____

3. Purpose for use of facility:

4. Space requested: ___ Upper Gallery Space ___ Creative Kitchen Area (lower level) ___ Meeting Room
___ Library/Studio ___ outdoor Gardens (check all that apply) OR ___ Whole Facility

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)

___ 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 expected** _____

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

___ Sound System (stereo with cd player) ___ 25 café chairs ___ 4 - 40" round glass café tables

***Rental charges apply for the use of the following amenities and equipment: Total Equip/Amenities Fee. \$ _____**

___ microphones (\$5/microphone) ___ DVD Player (\$10)

___ 7 folding banquet tables (6'x2' - \$5/ea) ___ 2 folding round tables (42" - \$5/ea) ___ 100 banquet chairs (\$1/chair)

___ tablecloths \$5/ea (this may vary, please inquire on what we have in stock – we only have gold and red)

Kitchen Items:

___ 85 water glasses (\$10), ___ 85 wine glasses (\$10), ___ 60 coffee mugs (\$10), (cost is the same for any quantity used)

___ 6 water pitchers ___ 3 coffee thermoses, ___ coffee maker, ___ refrigerator (no charge for this line of items)

Equipment / Items you are bringing in:

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) ___ Sterno only, **NO candles or any other type of flame;**

___ signage ___ decorations. [**no tacks, nails, tape, wire, or staples** - No glitter, sparkles, rice, birdseed (accept outside) or 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:

Parking

The parking lot can hold about 12-15 vehicles. Cars may park up and down Pine Street and across 14 th at Thirby Field

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.

ongoing programs - To reserve your space, you must agree to a 3, 6 or 12 month rental contract and make payments on the 1 st of each month of the contract, unless other terms are mutually agreed upon.

Payment may be made via cash, check or money order; please do not mail cash payments. Send check or money order to: Studio 7 Arts, 225 W. 14 th St. , Traverse City , MI 49684 .

Additional Fees & Responsibilities

*There is an automatic \$20 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 \$20/hour.

*Manager Fee \$20 Onsite Manger Fee (\$20/hr x hrs) = \$ Equipment Fee \$

**Events with 100 or more anticipated guests require a security deposit of \$100.00 due on date of event.

**Events serving alcoholic beverages require a \$200 security deposit and a liability insurance rider (please see our Terms).

By signing this Application, I agree to the *Studio 7 Arts 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: \$ (\$20) _____

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 on date of event) \$ _____

****Security Deposit:** (**a separate check is required for any security deposit) \$ _____

_____ \$100 (100+ guests) or _____ \$200 (any event w/alcohol)

A Special Reminder: We expect that those who use our facility regard the building as a special place and communicate this attitude to your guests. Thank you for your consideration.

To be filled out by a Studio 7 Arts representative: (Space Notes:)

Approval Checklist: Times/Dates/Rate /Additional Rental Equipment & charges

 Other Approvals/ Considerations/ Additional Services/ Modifications/ Initial fees/ Deposit Amount/ purpose

Studio 7 Arts Rep's Signature _____ **Date** _____

Rental Deposit Paid _____ Security / Equip. Deposit Paid _____ Balance Paid _____

Security or Equipment Deposit to be returned within 2 wks after event: \$ _____ n/a _____

Date Returned _____