

# Facility Rental Request

## 510 Building - 510 W. Main St

Please Complete and return via email to [mainstreet@pvt.net](mailto:mainstreet@pvt.net)

Today's Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

\*Primary Contact # \_\_\_\_\_ Second # \_\_\_\_\_

\*Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Email \_\_\_\_\_

Type of Event: \_\_\_\_\_

Expected Attendance (Max capacity: 85): \_\_\_\_\_

**Fees:**

- \$150 or \$75 non-profit 501(c)3 [**\$50 non-refundable deposit required within 48 hours of booking. \$25 for 501(c)3**]

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**Date building requested:** (example: Saturday, 04 / 28/ 18) \_\_\_\_\_, \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Event start** \_\_\_\_ : \_\_\_\_ AM PM **Event End** \_\_\_\_ : \_\_\_\_ AM PM

**Set up date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Set up time** \_\_\_\_ : \_\_\_\_ AM PM **Tear down and clean up** \_\_\_\_ : \_\_\_\_ AM PM

**OFFICE USE: Staff needed** \_\_\_\_\_ : \_\_\_\_\_ AM PM **until** \_\_\_\_\_ : \_\_\_\_\_ AM PM  
**from**

**Doors opened:** \_\_\_\_\_ : \_\_\_\_\_ AM PM

**Alternate Date building requested:** (example: Saturday, 04 / 28/ 18) \_\_\_\_\_, \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Event start** \_\_\_\_/\_\_\_\_\_/\_\_\_\_ : \_\_\_\_ AM PM **Event End** \_\_\_\_ : \_\_\_\_ AM PM

**Set up date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Set up time** \_\_\_\_ : \_\_\_\_ AM PM **Tear down and clean up** \_\_\_\_ : \_\_\_\_ AM PM

**OFFICE USE: Staff needed** \_\_\_\_\_ : \_\_\_\_\_ AM PM **until** \_\_\_\_\_ : \_\_\_\_\_ AM PM  
**from**

**Doors opened:** \_\_\_\_\_ : \_\_\_\_\_ AM PM

## Table/Chair Rental

*[Rental through Artesia Arts Council – all payments for rented items will be separate and payable to “Artesia Arts Council”]*

### Table, Tablecloth, & Chair Rental Fees

*\*Please Check which kind and how many*

**Tables \$8 Each**

- 60” Round Tables \_\_\_\_\_
- 8ft Tables \_\_\_\_\_
- 6ft Tables \_\_\_\_\_
- Bistro Tables \_\_\_\_\_

**Tablecloths (Polyester, white) \$5 Each**

- 60” \_\_\_\_\_
- 8ft \_\_\_\_\_
- 6ft \_\_\_\_\_
- Bistro (black) \_\_\_\_\_

**Chairs**

- White Chairs \$2 \_\_\_\_\_
- Metal Folding Chairs \$1 \_\_\_\_\_

### Special Requests and Instructions:

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### TERMS & CONDITIONS

- Completion & submission of form does not guarantee facility request approval.
- Application will be Approved or Denied within 7-10 business days of submission.
- If approved Contract and Rental quote will be issued.
- **There is a \$50 non-refundable deposit due within 48 hours of application approval.**

Applicant Signature: X \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Office Use Only

Date available \_\_\_\_/\_\_\_\_/\_\_\_\_ Approved by: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Deposit paid               | <input type="checkbox"/> Facility Rental Agreement          |
| <input type="checkbox"/> Rental Fee \$ _____        | <input type="checkbox"/> Proof of Liability Insurance Y / N |
| <input type="checkbox"/> Tables and chairs \$ _____ | <input type="checkbox"/> 501C3 # _____                      |
|   | Quoted ____/____/____ Total \$ _____                        |