



## RENTAL FACILITIES REQUEST

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Other: \_\_\_\_\_ Type of Event (I.e. concert, play, meeting, reception) \_\_\_\_\_ Event: Private \_\_\_ Free and open to public \_\_\_ or Ticket Price \_\_\_ Other \_\_\_\_\_

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**Time:** Doors open at: \_\_\_ Doors close at: \_\_\_ Event begins at: \_\_\_ Event ends at: \_\_\_

**Required Center Facilities.** Please check all facilities required with beginning and end times of use:

\_\_\_ Purcell Gallery ~ From \_\_\_ To \_\_\_

\_\_\_ Lobby for food, sales, etc ~ From \_\_\_ To \_\_\_

\_\_\_ Catering Kitchen ~ From \_\_\_ To \_\_\_

\_\_\_ Theatre: 200 seats and full stage ~ From \_\_\_ To \_\_\_

\_\_\_ Dressing Rooms ~ From \_\_\_ To \_\_\_

\_\_\_ Box Office ~ From \_\_\_ To \_\_\_

\_\_\_ Studio A ~ From \_\_\_ To \_\_\_

\_\_\_ Studio B ~ From \_\_\_ To \_\_\_

\_\_\_ Lighting\* (Basic: Cool-warm. On - off) ~ From \_\_\_ To \_\_\_

\_\_\_ Sound\* (Basic: Tape/CD player, hand-held or stage microphones) ~ From \_\_\_ To \_\_\_

\_\_\_ House Engineer\* (Required if renter's needs exceed the basics.) ~ From \_\_\_ To \_\_\_

\_\_\_ ABC License personnel ~ From \_\_\_ To: \_\_\_

\_\_\_ Steinway Grand Piano ~ From \_\_\_ To \_\_\_

\_\_\_ Tables: How many \_\_\_ ~ From \_\_\_ To \_\_\_ Chairs: How many \_\_\_ ~ From \_\_\_ To \_\_\_

\_\_\_ Podium

\_\_\_ Other \_\_\_\_\_

Outside: \_\_\_ Patio ~ From \_\_\_\_\_ To: \_\_\_\_\_

**\*Technical Needs for any event must be discussed in advance with the Center Director, to assure preparation and scheduling of Center staff for your event. Please provide a list of your event's schedule, technical requirements and setup request.**

**Mail to: Director, Louisa Arts Center, PO Box 2119, Louisa, VA 23093 [sstewart@louisaarts.org](mailto:sstewart@louisaarts.org) or call 540-967-2200**