



**EVENT REQUEST – BUILDING USE APPLICATION FORM**

Date of Request: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Group Name/Organization: \_\_\_\_\_

Est # of Attendees: \_\_\_\_\_ Time event begins & ends: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/W: \_\_\_\_\_ Phone/H: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate contact/phone number/email: \_\_\_\_\_

Set up date/time: \_\_\_\_\_ Tear down date/time: \_\_\_\_\_

Nature of Event or program details (attach flyer or additional information if available):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Room(s) requested:**

- \_\_\_\_\_ Main Gallery
- \_\_\_\_\_ Classroom (s)
- \_\_\_\_\_ Performance Hall
- \_\_\_\_\_ Vestibule Lounge

**Supplies(s) requested:**

- \_\_\_\_\_ # of tables (round)      \_\_\_\_\_ # of tables (rectangle)
- \_\_\_\_\_ # of table linens      \_\_\_\_\_ # of chairs
- \_\_\_\_\_ Projector & screen
- (See rate sheet for room and supplies rental fees)

**Will you need the kitchen? (If you are serving food, you must use a licensed caterer or follow guidelines provided by the LACA's certified food manager.**

Name of Caterer: \_\_\_\_\_ Name of Rental Co.: \_\_\_\_\_

By signing this, I certify that I have read and agreed to the building rules and regulations and am authorized to sign for the applicant and assume the responsibilities listed above and on attached documents.

**Requestor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The mission of the Ludington Area Arts Council (LAAC) is to sponsor, promote, and encourage participation and appreciation of the arts and culture for the benefit of everyone who lives in the Ludington area. The purpose of the LAAC is to foster the development of, and education in the arts, including literature, music, theater, dance and visual arts; to support artists and existing cultural entities and promote interrelations and cooperation among them; and to enhance the cultural environment of the community as a whole.

**IMPORTANT: Any flyers, etc. using the name or logo of the LACA must be approved by the LACA executive director before such materials are printed and distributed.**

For office use only:

Total Fees for Building Use \$ \_\_\_\_\_

Less Deposit Received \$ \_\_\_\_\_

Deposit, if any, needed at signing; make checks payable to: Ludington Area Arts Council; full payment needed 2 weeks before event. If event request is denied, your deposit will be refunded in full.

Net Due to Arts Council \$ \_\_\_\_\_

\_\_\_\_\_  
 Executive Director, Ludington Area Center for the Arts

\_\_\_\_\_  
 Date

Assigned Event Coordinator: \_\_\_\_\_