

Event Application

Name of Organization:

Name of Primary Contact(s):

 Affiliation:

 Address:

 Phone:

 Email:

 Fax:

**Event Information**

Name of Event

Date of Event:

Date of Request (today’s date):

Public Start Time: Public End Time:

Would you like to be in early for prep? What Time?

Description of Activities: (write on back as needed)

Expected Attendance:

Clearly state the Artistic or Community aspect of the Event

Why did you choose 318 Ross ave to hold your event?

Do you hope to change, add to, or take away from any physical structures of the building for your event? EG. PAINT WALLS, BUILD STAGE, ETC. If so, please describe

**Noise requirements: Live Music/DJs/Audio installation/performances**

Will you be making noise? Yes No

If Yes, what level of noise? Low/medium/high

Please Describe

Do you Require SILENCE? (ie film shoots, meditation etc) Yes No

Are there any sound stipulations you can anticipate? (this is a public building and many events, musicians, artists, dancers, etc. are active within the building. If you require sound stipulations, Frame must ensure it works with the sound schedule.)

**Preferred Location (please circle)**

Gallery A (Entrance area)

Gallery B (cement floor area)

Gallery C (smaller corner area)

Other

Second Choice Location (please circle) A, B, C, Other

Notes On Location:

**Rental Request:**

Projectors: YES or NO Quantity: \_\_\_\_

Chairs: YES or NO Quantity: \_\_\_\_

Sound Equipment: YES or NO

If “YES”, what are your sound requirements?

Boxes/Plinths: YES or NO Quantity: \_\_\_\_

Tables: YES or NO Quantity: \_\_\_\_ (of 2)

Moving Walls: YES or NO Quantity: \_\_\_\_ (of 2)

Other:

**Direct Contact At Event**

Onsite Contact at Event:

Cell Phone:

In Case Of Emergency Please Contact:

Cell Phone/Home Phone:

By signing below, he or she agrees to all the terms and conditions of renting space from FRAME. The renting party take responsibility for ensuring these terms and conditions are followed. The renter acknowledges any event intentions are stated in this application form. The event must follow the intentions demonstrated in the application form. If the exhibition or reception does not reflect the application form, FRAME reserves the right to cancel the event without refund and restrict future rentals from the acknowledging party and those associated.

Name (please Print) Date

Signature of Host/Representative

**For Office Use Only**

Rental Fee:

Cleaning Deposit:

Damage Deposit:

Other:

Received by:

**DEPOSITS**

A deposit of was received on the date of .

FRAME Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host/Representative Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_