

Event Space Application

Please fill out the application according to your event space needs
225 W. Fourteenth St., Traverse City, MI 49684, (231) 421-5963, office@gtcircuit.org

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 collaborative event

2. Additional Contact Person: _____

3. Purpose for use of facility:

4. Space requested: ___ Upper Gallery Space ___ Lower Level ___ Art 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]

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

___ microphone \$50 (mic & stand, amp, speakers. w/setup) ___ projector (\$30) w/stereo audio/VGA hookup

___ 10 folding banquet tables (6'x2') _____ 100 banquet chairs (\$25 for 5 tables w/chairs or less and \$50 for 10 tables

w/chairs. Event 100 chairs with no tables stadium seating. (\$30) *Table covers not included*

Kitchen Items:

___ 60 coffee mugs ___ 6 water pitchers ___ 3 coffee thermoses, ___ coffee maker, ___ refrigerator (*no charge for this line of items*) *We ask that you clean the items you use, and a donation is helpful when purchasing cleaning supplies. ☺*

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 14th at Thirlby 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 month or more rental contract and make payments on the 1st of each month of the contract, unless other terms are mutually agreed upon. Ongoing programs must also provide proof of liability insurance before program is facilitated. Insurance may be obtained from your Homeowner's or Renter's Insurance Policy, your business, or your professional organization. Certificates and person responsible must be present during entire event.

Payment may be made via cash, check or money order; Please do not mail cash payments. Send check or money order to: TC Circuit, 225 W. Fourteenth St., Traverse City, MI 49684.

Additional Fees & Responsibilities

*There is an automatic \$40 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 \$40/hour.

*Manager Fee ___\$40___ Onsite Manger Fee (\$40/hr x ___ hrs) = \$_____ Equipment Fee \$_____

**Events with 100 or more anticipated guests require a security deposit of \$150.00 due on date of event.

**Events serving alcoholic beverages require a \$250 security deposit and a liability insurance rider (please see our Terms).

By signing this Application, I agree to The *Grand Traverse Circuit 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: \$ (\$40) _____

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) \$ _____

___ \$150 (100+ guests) or ___ \$250 (any event w/alcohol)

To be filled out by a "The Grand Traverse Circuit" Representative: (Space Notes)

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

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

The Grand Traverse Circuit 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 _____