

# The Art Place – Mountain View

## Black Box Theatre Request

Updated January 2018

Please provide as much information as possible regarding your request for a faster response. Submitting a request does NOT guarantee your requested dates will be available or that it will be approved. Once a request is submitted to The Art Place Coordinator, it will be reviewed in the order it is received. You will receive an email to notify you on the status of your request. Please note, all rentals must be arts related. Please email this form to [meryl.manfre@cobbcounty.org](mailto:meryl.manfre@cobbcounty.org). **Before submitting, please review our NEW FEES & Theatre Guidelines.**

Main Contact Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip County

Type of Performance/Recital: \_\_\_\_\_

Requested Performance/Recital Dates & Times: \_\_\_\_\_

1<sup>st</sup> Choice (Date & Times) 2<sup>nd</sup> Choice (Date & Times)

Please note, The Art Place is closed during the day on Fridays. The earliest we can open for a rental is 5pm.

3<sup>rd</sup> Choice (Date & Times) 4<sup>th</sup> Choice (Date & Times)

Requested Rehearsal Dates: \_\_\_\_\_

1<sup>st</sup> Choice (Date & Times) 2<sup>nd</sup> Choice (Date & Times) 3<sup>rd</sup> Choice (Date & Times)

Number of performers: \_\_\_\_\_ Anticipated number in attendance each day: \_\_\_\_\_

Selling tickets? (yes or no): \_\_\_\_\_ Have you reviewed our Theatre Guidelines and NEW Fees? (yes or no): \_\_\_\_\_

Will you need a light tech (yes or no): \_\_\_\_\_ How will you promote your event? \_\_\_\_\_

Additional Information: \_\_\_\_\_

### OFFICE USE ONLY

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved or Denied: \_\_\_\_\_

Date Received by Coordinator: \_\_\_\_\_

Contacted: \_\_\_\_\_

Dates Available: \_\_\_\_\_

Contract Emailed: \_\_\_\_\_

In Book: \_\_\_\_\_

Payment Due: \_\_\_\_\_