

The Art Place – Mountain View

Black Box Theatre Request

Updated January 2019

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 caitlin.king@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: _____

1st Choice (Date & Times) 2nd 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.

3rd Choice (Date & Times) 4th Choice (Date & Times)

Requested Rehearsal Dates: _____

1st Choice (Date & Times) 2nd Choice (Date & Times) 3rd 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: _____