**NORTHWEST ARTS CENTER**

**Facility Use – Supplemental Form**

Applicant:       Date of Event:

**SPACE & USE**

1. Indicate the studio(s) you want to reserve (rental of Studio C is required when renting for events with food or beverages):

[ ]  Studio B [ ]  Studio C/Kitchenette [ ]  Studio D

2. Indicate how you will use the space (mark all that apply):

 [ ]  Meeting [ ]  Class/Lesson [ ]  Rehearsal [ ]  Party  [ ]  Other (specify):

3. Will you be serving food? [ ]  Yes [ ]  No

If yes, who is providing? [ ]  Group member [ ]  Caterer (drop-off only)

 [ ]  Caterer-prepared/served on-site (*permits are required; see Rental Guidelines*)

If yes, do you need it kept heated? [ ]  Yes [ ]  No

4. Will you be serving alcohol? [ ]  Yes (*permits are required; see Rental Guidelines*) [ ]  No

5. Will there be music? [ ]  Yes [ ]  No

 If yes, who is providing? [ ]  NWAC Sound System [ ]  DJ [ ]  Live - list instruments:

6. Will you be collecting admissions? [ ]  Yes [ ]  No Estimated Amount:

7. Will you be selling concessions? [ ]  Yes [ ]  No Vendor Name:

**EQUIPMENT**

8. Describe any decorations, equipment or delivery for your event:

9. On-site NWAC equipment to be used (mark all that apply):

[ ]  Vinyl/metal stacking chairs: [ ]  6 ft rectangular tables (20 available)

 # chairs requested       # tables requested

[ ]  Projector screen (must bring own projector)

[ ]  Cordless microphone (*feet applies*) [ ]  Corded microphone w/ stand (*fee applies*)

10. If renting Studio C, kitchen equipment needed (mark all that apply):

[ ]  Microwave [ ]  Range/Oven [ ]  Refrigerator [ ]  Commercial Dishwasher

**RULES & REGULATIONS** **SPECIFIC TO THIS FACILITY** (initial each)

      **Hours**: Rentals must end no later than 10 p.m. and premise must be vacated no later than 11 p.m.

      **Sound:** Music must cease by 10:00 p.m.

      **Furnishings:** Each room has an inventoried set of tables and chairs.It is the responsibility of the renter to set

 up and move furnishing for the rental and return furnishings & equipment to their original position upon departure.

      **Trash:** Empty trash cans that are at least half full into dumpster located in parking lot.

      **Facility Rental Information:** I have read and understand the **“Facility Rental Guidelines”** document.

**CONTACT INFORMATION**

NWAC Office: **9819 NE 24th Street, Bellevue, WA 98004** **425-452-4106** **NWAC@bellevuewa.gov** 2/1/2019