



DOWNRIVER COUNCIL FOR THE ARTS

WYANDOTTE ARTS CENTER

81 Chestnut, Wyandotte, MI 48192 | 734-720-0671 | 734-720-0672 Fax | dc4arts@downriverarts.org / www.downriverarts.org

RENTAL APPLICATION – A \$100 deposit is required with this application, which is additional to the rental charges. It is non-refundable should the event be cancelled. It will be returned after your event, if the rental space is left in order, according to the signed contact.

CONTACT INFORMATION:			
Name of Organization:		Title:	Today's Date:
First Name:		Last Name:	
Mailing Address:		City:	Zip:
Daytime Phone:		Cell Phone:	Fax:
Email:		Website, if available:	
EVENT INFORMATION			
Name of Event:			
Type of Event: (brief description of event)			
Day / Date(s) of Event:			
Time of Event: FROM: a.m. / p.m. TO: a.m. / p.m.			
PREPARATION			
Will there be additional access required:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, list dates and times required: (Be specific)			
FOOD AND DRINKS			
Will food or beverages be served:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, will food be catered:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, what catering company:			
Do you plan to serve alcohol:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
(Note: Must acquire a liquor license, if selling.)			
If yes, do you plan to charge for alcohol:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Amount to be charged:			

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RENTAL APPLICATION (Page 2 of 2)

EVENT SET UP					
Estimated Number of Attendees:					
Rental					
\$300	Auditorium / Theatre (2 security guards required)*	<input type="checkbox"/>	Room Set Up:	Auditorium Style	<input type="checkbox"/>
\$250	First Floor / Main Gallery	<input type="checkbox"/>	Not Available	Conference Style	<input type="checkbox"/>
\$600	Entire Building (2 security guards required)*	<input type="checkbox"/>		Banquet Style	<input type="checkbox"/>
\$125	Lower Level/Community Gallery	<input type="checkbox"/>			
\$50	Kitchen (State licensed catering)**	<input type="checkbox"/>			
\$23/hr.	Outside Security Required (Min. 4 hrs.)	<input type="checkbox"/>			
<ul style="list-style-type: none"> • *(2) security guards are required after business hours. • See full Rental & Guideline Policy for specifics. • **Kitchen has refrigerator, freezer, warming oven, dishwasher, ice maker, large prep area & catering sinks – all stainless steel & State licensed and inspected. 					
Equipment required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Equipment Available:	15 Round/Oval Tables (seats 7-10 per table)				
	Various 8 ft., 6ft. and 4ft. rectangular tables				
	100+ Chairs (various – folding, cloth, plastic)				
List specific needs (Will be approved & reviewed by DCA office):					
TICKETS					
Will this event require tickets or reservations:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If yes, what will be the charge:					
What does the price include:					
PROMOTION					
Will you need any promotional materials printed:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	(There will be a charge.)	
Will you need the DCA to design this material:					
YES <input type="checkbox"/>	NO <input type="checkbox"/>	(There will be a charge.)			
NOTES					
Additional Comments:					

