**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?  No  Yes

If yes, who is providing?  Group member  Caterer Drop-off only

Caterer serving on-site (*permits are required; see Rental Guidelines*)

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

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

5. Will there be music?  No  Yes

If yes, who is providing?   NWAC Sound System  DJ  Live - List instruments:

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

7. Will you be selling concessions?  No  Yes 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)  Table-top podium

Cordless microphone (*fees apply*)  Corded microphone w/ stand (*fees apply*)

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

Microwave  Range/Oven  Refrigerator/Freezer  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 and recycling bins that are at least half full into dumpsters 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**