

# Event Rental Worksheet



TENTATIVE ____ CONFIRMED ____
EVENT DATE: ____ / ____ / ____
EVENT TIME: ____ to ____

Name of Renter:	Phone:
Email:	Address:
Name of Event/Occasion:	Estimated Guest Total:
Facility (i.e., Art Park, Annex, etc.):	Gallery (i.e., Josette, Boyette, etc.):

**Note:** Charges for any changes made between the date the contract is signed and the actual time of the event (concerning add on items or extra equipment) will be deducted from the damage deposit.

<b>\$1,200 Base Rental Fee</b> Half paid to secure event; other half and damage deposit due 14 days prior to event.	Date Paid: ____ / ____ / ____	\$600	
	Date Paid: ____ / ____ / ____	\$600	
<b>Damage Deposit (Refundable)</b>	Date Paid: ____ / ____ / ____	\$500	
<b>Equipment</b>	<b>Item Cost</b>	<b>Number of Items</b>	<b>Total</b>
White Folding Chairs	\$3.50 Per Chair		\$
White Wooden Folding/ Gold Wooden Chairs	\$4.50/\$6.50 Per Chair		\$
4' Round Tables	\$6.00 Per Table		\$
6' Rectangle Buffet Tables	\$8.00 Per Table		\$
High-Top Tables	\$5.00 Per Table		\$
Microphone	\$20.00	Only 1 Available	\$
TV	\$50.00	Only 1 Available	\$
Projector and Screen	\$30.00	Only 1 Available	\$
Stage (4'x4' panels configured to desired size)	\$15.00 Per Panel		\$
LED Up Lights	\$50.00	Set of Six Lights	\$
Piano	\$100.00	Only 1 Available	\$
<b>TOTAL Event Rental Amount</b>	Date Paid: ____ / ____ / ____	<b>\$</b>	

**Notes:**

Music	DJ/Band/Musician:		
Caterer	Name:	Setup Time:	
Alcohol	Licensed Alcohol Caterer:		
Florist	Name:	Setup Time:	
Security			
Event Setup Time:		Total Hours of Rental:	
TCA Staff for Event:		____ Confirmed ____ / ____ / ____	

Staff Initials:

Date:

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Added to Google Calendar

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Contract Signed

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Invoice Created:

Final Invoice Sent:

Updated: 10/29/2024