



## Venue Rental Application

Before completing this form, please contact our office in the Armory at 296-0458 or [info@tskw.org](mailto:info@tskw.org) to enquire about available dates and times. Then use this form to describe your planned event and make your application for venue rental. Successful applications will be provided with a Rental Contract to execute and fully confirm their event.

### Producer/Contact Name

This should be the person in charge of your planning & activities, the event producer, or the senior officer in your organization

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Work) \_\_\_\_\_ Home) \_\_\_\_\_ Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_

Set-up date/times: \_\_\_\_\_

Event date/times: (Start) \_\_\_\_\_ (End) \_\_\_\_\_

Break-down date/times: (Start) \_\_\_\_\_ (End) \_\_\_\_\_

Please describe your anticipated activities, audience or invitees, admission charge, seating or staging, technical requirements, set-up and break-down schedule, and security needs (use separate page if necessary):

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Expected Number of audience/participants: \_\_\_\_\_

Special technical needs: \_\_\_\_\_

Special catering needs: \_\_\_\_\_

The Armory Building is a protected historic property, and any alteration of the floors, walls, or interior spaces is strictly prohibited. Events which might cause damage to the building, including floors, walls, and fixtures, will not be approved. Please indicate any precautions you will take to ensure the lowest impact on the space.

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