



**Rental Request for The DSV Group Elevates Building**

Today's Date: \_\_\_\_\_, 20\_\_\_\_

**PRESENTER INFORMATION:**

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

Contact Person: \_\_\_\_\_

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

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

Website: \_\_\_\_\_

- Please describe your status:
- For-Profit/Corporation
  - Individual
  - Not for Profit 501(c)3 (Certificate Required)

**MISSION STATEMENT:**

Please state the official mission statement of your company.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT INFORMATION:**

Type of Event (please check all that apply):

- Rehearsal/Audition
- Reception/Party
- Performance Play/Musical
- Class/Workshop
- Fundraiser
- Concert/Dance
- Meeting
- Exhibition
- Photoshoot/Filming
- Other (Please describe): \_\_\_\_\_
- Ticketed Event (Open to the Public)
- Non-Ticketed Event (Private/Invite Only)

Title of Event: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ Curtain (if applicable): \_\_\_\_\_

End Time of Event: \_\_\_\_\_ Number of Guests expected: \_\_\_\_\_

For a total of \_\_\_\_\_ (number of events) in \_\_\_\_\_ weeks

**DESCRIPTION OF RENTAL USE:**

(please explain, with detail, how you plan to use the facilities)

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**TECHNICAL NEEDS:**

Description of needs if any-

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**ARTISTIC/PRODUCTION STAFF:**

Please provide the names and titles of your artistic and production staff

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**EQUIPMENT:**

6 ft Table  Chair (s)

Other: \_\_\_\_\_

**COMPUTERS/CONNECTIVITY:**

Wireless Internet Connection(s) \_\_\_\_\_  Wired Internet Connection(s) \_\_\_\_\_

**CATERING/CONCESSION STAND:**

Will food/drinks be served at this event? Yes  No

Will alcohol be served at this event? Yes  No

**ADDITIONAL NOTES:**

Upon completion of the rental application, a detailed cost estimate based upon the information provided in this application will be submitted to the point of contact. Once the estimate has been approved, a contract will be drafted.

**TERMS AND CONDITIONS:**

Please initial below indicating that you/your organization will be able to agree to said conditions.

\_\_\_\_\_ Rental Deposit. A non-refundable rental deposit (25% of total rental fees) is required to reserve upon execution of the rental agreement.

\_\_\_\_\_ Security Deposit. In addition to the rental fees, a security deposit of \$500 must be remitted with the signed contract. This deposit shall be returned to licensee at a specified settlement meeting after event is complete.

\_\_\_\_\_ Staffing. The Licensee agrees to provide all necessary administrative, artistic and production staff for the production including but not limited to a house manager, box office manager, technical director and stage manager. A list of staffing will be required 30 days out from rental.

\_\_\_\_\_ Additional Fees. There will be a \$250.00 "Next day pick up fee" for any items left behind rented equipment, set/props/costumes, personal belongings, etc. The Licensee is responsible for providing all necessary equipment. Any equipment provided is subject to additional fees.

\_\_\_\_\_ Insurance: Licensee will obtain a Certificate of Insurance naming DSV GROUP ELEVATES CORP., a Maryland corporation as an additional insured and maintain said insurance through the term of agreement. This policy should provide liability coverage of no less than \$1,000,000.00.

\_\_\_\_\_ Cancellation: If the cancellation of the event occurs less than 30 days prior to the event date, Licensee will forfeit the rental deposit.