◯ Rental/Donated Space ◯ Other...
◯ Exhibition Related
◯ ACP Program
◯ Collaboration
◯ NOT HELD

# Arts Council of Princeton
## Paul Robeson Center for the Arts
## Space Rental Request

EVE06000161

Date of Request: _____
Date of Invoice: _____
Date of Rental Agreement: _____

## CLIENT

Company Name: _____ Work Phone: ____ _____ Cell Phone: ____ _____
Event Contact: _____ Email _____
Contact Title: _____ Type: ◯ Individual ◯ Corporation ◯ Foundation ◯ Business ◯ Organization
Address: _____ Non-Profit? ◯ Yes * ◯ Unknown ◯ No
City: _____ ____ _____

**Attach IRS Determination Letter indicating 501(c)(3) status*

## EVENT

Name of event: _____

Description of event: _____

Event Start Date: _____ End Date: _____ Day: _____ Estimated Attendance: _____
Event Start Time: _____ End Time: _____
Rental Start Time: _____ End Time: _____ Admission Fee ACP Members: _____ Non-Members: _____

Is this a benefit/fundraiser? ◯ Yes ◯ No

**Set-up** requirements (tables, chairs, podium, catering, etc): _____

**Technical** requirements (lighting, sound, computers, etc.): _____

## A C P office use only

Venue Fee(s): Membership/Community Partnership Fee:

| | |
|---|---|
| Bienstock Ceramics Studio | Painting Studio |
| Buke Studio | Reeves Studio |
| Communiversity Room | Robeson Center |
| Dance Studio | Sands Gallery |
| Dark Room | Solley Theater |
| Digital Arts Studio | Taplin Gallery |
| Graves Terrace | Theater Lobby |

ACP Event Contact: _____

Staffers Required: _____ Volunteers Required: _____

Total Venue Fee (from left): _____
Technical Fee: _____
Piano Fee: _____
Janitorial Fee: _____
Other: _____ _____
Total COST: _____
Total CHARGE: _____
Security Deposit: _____

**Fees subject to including 10% of ticket sales.*

Fax completed form to (609) 921-0008 or mail to
102 Witherspoon Street, Princeton NJ 08542