

# Lakeville Area Arts Center – Private Event Request Form

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Proposed Date(s)	Room(s) (Art Classroom, Theater, Lobby)	Set-up Time	Event Start Time	Approx. End Time	LAAC Tech Need? Arrival Time?

**Room Set-Up** (Tables, Chairs, Etc):  Banquet  Theater  Classroom Seating

**Rental Options:**

Tech Booth Access \$60

Note Specific Tech Requests: (Number of mics, stands, monitors, podium):

Tech Staff \$30 per hr  Portable Projector \$40  Large Projector \$80 (must add tech staff)

Projection Screen \$40  Kawai Baby Grand Piano \$60  Linens \$3.5 each

Stage Extension Removal (inquire for details) \$200

**Kitchen Rental:**  Caterer use of kitchen \$165  Non-Caterer use of kitchen \$50

**Bar Service:** (Standard service includes beer/wine, inquire for liquor):  Open/Hosted Bar  Cash Bar

**Special Requests / Questions?:**