



SANCTUARY OF THE ARTS

Rental Request Form

Name of Organization: _____

Address: _____

Contact Person:

Name: _____

Phone #: _____

Email: _____

Name of Director if different: _____

Website: _____

Name of Event/Production: _____

Description of Event:

Type of Event (Private, Public, Ticketed, etc.): _____

Potential (and alternative) date and times:

Duration of Event: _____

Rehearsal required? _____

If so, provide potential date and times: _____

Expected attendance:

Expected number of speakers/artists on stage:

Equipment requirements:

Sound _____

Lighting _____

Projector _____

Piano _____

Microphones _____ If so, how many? _____

Do you have any backstage requirements?

Do you have rights to any recorded music being played? _____

Is this event for all ages? _____

Are you a nonprofit? _____

If yes, please provide:

- IRS 501 (c)(3) letter of determination
- FL Dept. of Agriculture Registration (If a FL Non-profit)

DISCLAIMER:

* Please note that the studio and concert hall are not available for rentals on Wednesday nights or Sunday mornings before 12 PM.

* All renters must provide a Certificate of Insurance (COI) for all events.

* Please note that NO ALCOHOL is allowed on the premises of First Church of Christ Scientist (410 Andalusia Ave).

* Please note it is required use Sanctuary's box office system for all ticket sales and registration.

Please submit the completed form to info@sanctuaryofhearts.org.

Incomplete forms may result in delays in receiving rental information.

NOTE:

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Please send to info@sanctuaryofhearts.org.