



# SANCTUARY

OF THE ARTS

## Rental Request Form

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

Contact Person:

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

Phone #: \_\_\_\_\_

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

Name of Director if different: \_\_\_\_\_

Name of Event/Production: \_\_\_\_\_

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_

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

Potential (and alternative) date and times:

\_\_\_\_\_

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?

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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 Wednesday nights or Sunday mornings.
- All renters must provide a Certificate of Insurance (COI) for all events.

**NOTE:**

**Please note that it is required to use Sanctuary's Box office system for all tickets sales and registration**

Please send to [info@sanctuaryofthearts.org](mailto:info@sanctuaryofthearts.org).