



MECA Space/Event Rental Request Form

Email completed form to: mecarentals@gmail.com

Contact Information:

Name: _____

Email address: _____

Cell Phone: _____ Work Phone: _____

Is rental for a **business, organization, or group**? Please specify: _____

Name of Entity: _____

Position/Title: _____

Street Address: _____

Website: _____

Event Details:

One time event: Date of event: _____ Time: _____ to _____

**If a multiple day event, include dates and times in Event Description.*

Recurring event: Weekly: M T W Th F Sat Sun Time: _____ to _____

Monthly: _____ to _____ Time: _____ to _____

Days: M T W Th F Sat Sun

Number of expected attendees: _____ Private / Public Event: _____

Will food be served? Y / N Will drinks be served? Y / N Alcohol for sale? Y / N

How many tables requested? _____ (MECA does not provide tablecloths) Chairs? _____

Room decorations? Y / N

Will there be any technical needs? Y / N (Please specify below)

Projector and Screen Microphone and Sound Internet Other _____

Is this a performance venue request? Y / N

Event Description

The Rental Request Form must be submitted with a detailed written description of the event. Description may be submitted within the body of an email (with a scanned and completed form attached), or typed and submitted with a printed a completed form. All areas of the form must have a response; if not applicable, please state so.

FOR MECA USE ONLY

Date Received _____

Event Description Attached? Y / N

Quote/Offer Given to Client \$ _____

Quote Accepted? Y / N