



MECA Space/Event Rental Request Form

Email completed form to: mecarentals@gmail.com

Which location:

DOW: _____ TBH: _____

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: _____

Type of 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