

# Rental Request Worksheet

RESIDENT / NON RESIDENT

Requests are accepted at the box office from 9 am–4 pm Monday thru Friday only. Requests may also be submitted digitally to [pstevens@wakeforestnc.gov](mailto:pstevens@wakeforestnc.gov). This request for reservation does not guarantee use of space. A Rental Contract will be required with payment of appropriate fees.

Rental Requests must be made by adults, age 21 years or older. To qualify as a Wake Forest resident, the requesting individual must reside within the town's limits as defined by the Wake Forest Planning Department. All rental requests are taken on a first come, first served basis and all fees must be paid in full prior to the event. The Grand Hall may be reserved up to six (6) months in advance.

Today's date: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

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

Requested date:  M  T  W  Th  F  Sa  Su Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Hours requested (include set-up and clean-up): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**A four hour minimum and a \$250 (without alcohol) or \$500 (with alcohol) refundable damage deposit is required.**

Expected attendance: \_\_\_\_\_ Number of guests under 18: \_\_\_\_\_

Will alcohol be served?  YES  NO If yes, renter must obtain a North Carolina ABC Limited Special Occasion Permit

Will food be served/catered?  YES  NO If yes, name of caterer: \_\_\_\_\_

Will food be sold at this event?  YES  NO If yes, renter must obtain a Wake County Temporary Food Establishment (TFE) Permit

Will AV services be needed?  YES  NO If yes, please list equipment needed (projector, microphones, sound, lighting, etc.):

\_\_\_\_\_

Type/details of proposed event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Wake Forest Renaissance Centre for the Arts (WFRC) reserves the right to require security for any event. All events serving alcohol are required to hire two Wake Forest Police Officers. It is the responsibility of the renter to pay for the hiring of the officers. A North Carolina ABC Limited Special Occasion Permit is required and must be submitted to the WFRC ten (10) business days prior to the event.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_