

# Arts Annex Room Rental Worksheet

WAKE FOREST RENAISSANCE CENTRE | 405 S. BROOKS STREET | WAKE FOREST, NC 27587 | 919-435-9566

**Applications accepted 9:00 am to 5:00 pm Monday thru Friday.**

**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 Nonprofit/Cultural Arts Organization (NP/CAO), Resident (R) the requesting renter must reside within the town's incorporated limits, otherwise Non Resident (NR). Rates apply. Deposits are not taken to hold dates. All fees must be paid in full in order to hold a date.

Today's Date: \_\_\_\_\_

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

Business Name (if applicable): \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Date(s) requested: (please circle) M T W Th F Sa Su Month: \_\_\_\_\_ Day(s): \_\_\_\_\_ Year: \_\_\_\_\_

Hours requested (rental hours must include setup and clean up): From: \_\_\_\_\_ To: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Number of Those Under 18: (A minimum ratio of one adult per 15 children is required.) \_\_\_\_\_

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

Details of Rental Activities: \_\_\_\_\_

\*Please note that the wireless internet does not allow for streaming media

**Rental Rates (per hour):**

\$ \_\_\_\_\_ Studio A \$10 NP/CAO | \$20 R | \$30 NR

\$ \_\_\_\_\_ Studio B \$10 NP/CAO | \$20 R | \$30 NR

\$ \_\_\_\_\_ Studio C \$10 NP/CAO | \$20 R | \$30 NR

\$ \_\_\_\_\_ Studio D \$10 NP/CAO | \$20 R | \$30 NR

\$ \_\_\_\_\_ Studio E \$10 NP/CAO | \$20 R | \$30 NR

\$ \_\_\_\_\_ Overnight Storage Fee \$25 NP/CAO | \$50 R | \$75 NR

\$ \_\_\_\_\_ Piano \$25 R | \$37.50 NR (additional \$200 refundable rental deposit)

NP/CAO = Nonprofit/Cultural Art Organization  
 R = Resident of the Town of Wake Forest  
 NR = Non Resident of the Town of Forest  
**Rates and operating hours subject to change.**

**After Hours Attendant** required for rentals occurring outside of normal operating hours: M-F 8am-5pm

\$ \_\_\_\_\_ Fee \$20 NP/CAO, R/NR per hour if no other Renaissance Centre cultural programming is scheduled at that time.

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