

- Rental/Donated Space
- Exhibition Related
- ACP Program
- ACP Birthday Party
- Collaboration
- Creative Use
- NOT HELD
- Other...

Arts Council of Princeton
Paul Robeson Center for the Arts
Venue Use Worksheet

EVE06000992

Date of Request: _____
 Date of Invoice: _____
 Date of Rental Agreement: _____

CLIENT

Company Name: _____ Work Phone: _____ Cell Phone: _____
 Event Contact: _____ Email: _____
 Contact Title: _____ Type: Individual (Non-Profit? Yes *
 Corporation Unknown
 Foundation No
 Business **Attach IRS Determination Letter*
 Organization *indicating 501(c)(3) status*

EVENT

Name of event: _____
 Description of event: _____
 Cal Listing: _____
 Event Start Date: _____ End Date: _____ Day: _____ Estimated Attendance: _____
 Event Start Time: _____ End Time: _____ Admission Fee _____
 Rental Start Time: _____ End Time: _____ ACP Members: _____ Non-Members: _____
 Is this a benefit/fundraiser? Yes No

Set-up requirements (tables, chairs, podium, catering, etc): _____
Technical requirements (lighting, sound, computers, etc.): _____

ACP office use only

- Venue Fee(s): Membership/Community Partnership Fee:
- | | |
|---------------------------|-----------------|
| Bienstock Ceramics Studio | Painting Studio |
| Burke Studio | Reeves Studio |
| Communiversy Room | Robeson Center |
| Dance Studio | Sands Gallery |
| Dark Room | Solley Theater |
| Digital Arts Studio | Taplin Gallery |
| Graves Terrace | Theater Lobby |

ACP Event Contact: _____
 Staffers Required: _____ Volunteers Required: _____
 Total Venue Fee (from left): _____
 Technical Fee: _____
 Piano Fee: _____
 Janitorial Fee: _____
 Other: _____
 Total COST: _____
 Total CHARGE: _____
 Security Deposit: _____

Fax completed form to (609) 921-0008 or mail to
 102 Witherspoon St., Princeton NJ 08542
 info@artscouncilofprinceton.org

**Fees subject to including 10% of ticket sales.
 A Rental Agreement must be signed to guarantee the prices and conditions herein.*