

Arts Annex Room Rental Worksheet

WAKE FOREST RENAISSANCE CENTRE | 405 S. BROOKS STREET | WAKE FOREST, NC 27587 | 919-435-9458

Applications accepted 9 am–12 pm and 1–5 pm Monday thru Friday. Requests may also be submitted digitally to mholtman@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 Nonprofit/Cultural Arts Organization (NP/CAO) you must submit proof of your 501 (c)(3) status. For a Resident (R) rate, the requesting renter must reside within the town's incorporated limits, otherwise Non Resident (NR) rates apply. 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: _____

Actual event start time: _____ Hours requested (include set-up 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 \$20 NP/CAO | \$30 R | \$40 NR

\$ _____ Studio B \$20 NP/CAO | \$30 R | \$40 NR

\$ _____ Studio C \$20 NP/CAO | \$30 R | \$40 NR

\$ _____ Piano \$30 R | \$40 NR (one time fee)

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

After Hours Attendant required for rentals occurring outside of normal operating hours: M–F, 8:00 am–5:00 pm

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

Approved by: _____ Date: _____