

# 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](mailto: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: \_\_\_\_\_

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 \$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

\$ \_\_\_\_\_ Overnight Storage Fee — no charge  
 \$ \_\_\_\_\_ 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: \_\_\_\_\_