

Rental Request Worksheet

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

RESIDENT / NON RESIDENT

Requests are accepted at the box office from 9 am–12 pm and 1–5 pm Monday thru Friday only. 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 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: _____

Actual event start time: _____ 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: _____