

RENTAL REQUEST WORKSHEET

RESIDENT/NON RESIDENT

Requests accepted at the Box Office from 9:00am to 4:00pm Monday thru Friday only or submitted electronically. 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: _____ Zip: _____

Phone: _____ Cell: _____ E-Mail: _____

Date requested: _____ *please circle* M T W Th F Sa Su

Hours requested (includes set-up, event, clean-up): From: _____ To: _____

A FOUR hour minimum and a \$250 (wo/alcohol) or \$500 (w/alcohol) 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 so, name of Caterer: _____

Will food be sold for 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, what is needed? (i.e., projector, microphones, sound, lighting, etc.): _____

Type/Details of proposed event: _____

*The Wake Forest Renaissance Centre 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 Wake Forest Renaissance Centre ten (10) business days prior to the event.*

OFFICE USE ONLY:

Approved by: _____ Approval Date: _____