



Today's Date _____

Space Rental Booking Form

(this form must be completely filled out for consideration)

Name _____

Address _____

Home _____ Cell _____

Email address _____

Space (circle one) Theater Atrium Loft Dance Studio

Name of Event _____

Type of Event _____

Date of Event _____

Start Time _____ Start Time _____

Estimated No. of People _____

Special Needs (lights, sound, table set up, screen, mics, etc.) _____

Please return to **Dania Silverio, Events Coordinator in main office, 940 Garrison Avenue**
or email to dsilverio@thepoint.org

General Space Rental Booking Procedure

Thank you for your interest in holding your event at **THE POINT**. If you wish to book our Theater, Atrium, Loft, or Dance Studio this is what is required:

- 1) Fill out a “**Space Request Form**” completely and submit to the Events Booking Coordinator in person or by emailing (Dania) at dsilverio@thepoint.org
- 2) Your requested date and time will be reviewed and you will be contacted by Dania to confirm availability. **Filling out the form Does NOT guarantee space approval, your request *must* be confirmed by Dania.**
- 3) If the space requested is confirmed by Dania, she will contact you to meet with her to leave a deposit, sign the rental agreement and discuss details of the event.
A security deposit of \$100 is required when signing the agreement and to hold and confirm the date of the event.
- 4) Space rental requests are NOT considered approved until signed off and confirmed by Dania.

Space Rental Fees

Atrium - \$150 per hour

Loft - \$30 per hour (not available on weekends)

Dance Studio - \$40 per hour (\$50 per hour on weekends)

Theater - \$175 per hour (including Tech)