

AUDITORIUM RENTAL APPLICATION

Please return this completed application to Samantha Williams at auditorium@ihclt.org or mail to International House.

Organization: _____	Nonprofit?	No		Yes	
Contact Name: _____	Position: _____				
Email: _____	Phone: _____				
Type of event _____ _____					
# of Attendees: _____			# of Vehicles Expected: _____		
Alcohol Served:	Yes		No		
Ticketed Event:	Yes		No		

***An alcohol permit is required IF alcohol will be sold OR if fortified wine or liquor is served. Evidence of permit must be submitted to Access Property Management prior to event.**

Date & Time	
Date Requested: _____	
Set up Time: _____	Event Time: _____
Clean Up Time: _____	Total Duration: _____

Invoice and Deposit Contact Information	
Contact: _____	
Phone: _____	
Email Address: _____	
Mailing Address: _____	

Deposits must be made within **5 business days** of submitting an application for the date to be reserved.

Rent not submitted **14 days** or more before the scheduled event or the renter will be fined \$50.

Cancellations made within **14 days** or less of the scheduled event will receive no refund of deposit.

Renter Signature _____ **Date:** _____