

REQUEST FOR ROOM BOOKING

Please note this is a request only – if the requested space is available, notice of confirmation and a Booking Agreement form will be sent to the contact information below.

CONTACT INFORMATION

Primary Contact	
Organization	
Address	Email
Phone Number	Member? Yes <input type="checkbox"/> No <input type="checkbox"/>

EVENT NAME: _____

BOOKING REQUESTED

Please select the column that applies to your booking request:

Single Use <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Annual <input type="checkbox"/>
Time Start- <i>include set up</i>	Time Start- <i>include set up</i>	Time Start- <i>include set up</i>	Time Start- <i>include set up</i>
Time End - <i>include clean up</i>	Time End- <i>include clean up</i>	Time End <i>include clean up</i>	Time End- <i>include clean up</i>
Actual Time of event	Actual Time of event	Actual Time of event	Actual Time of event
Date	Date Start:	Date Start:	Recurring Date(s)
	Date End:	Date End:	Expires:

ROOM REQUESTED

Check room(s) that apply. Please note there will be a separate charge for each room (schedule is available upon request.)

Studio B Oceanside Gallery ConcertGallery Kitchen

EQUIPMENT REQUESTED

Piano <input type="checkbox"/>	Coffee Urn <input type="checkbox"/>	Mic & Speaker <input type="checkbox"/>
Tables <input type="checkbox"/>	Chairs <input type="checkbox"/>	Lecturn <input type="checkbox"/>
# of Tables	# of chairs	Other (specify)

Please note: if renting the kitchen, all kitchen equipment is included. See Agreement for details.

SET UP/CLEAN UP

- I understand I/my group is/are responsible for set-up/clean-up and if this is not done, a \$20.00 fee will be added.
- I would like The MAC to do set-up/clean-up for an additional charge of \$20.00

PLEASE RETURN THIS FORM TO THE MAC. WE'LL RESPOND AS SOON AS POSSIBLE