**Between Friends Art Center**

Home of the Next Generation Theatre

Owner: Ariel Grenier

39 Center St. Brewer, Me 04412

(207) 989-7100

nextgentheatre@gmail.com

[www.betweenfriendsartcenter.com](http://www.betweenfriendsartcenter.com)

**Next Generation Ballroom/Studio Rental Application**

 Welcome and thank you for choosing Next Generation to hold your event. We are happy to make the space available for the public to rent for classes, parties, fundraisers, meetings and other gatherings. Please read over our policies listed below to ensure a complete understanding of our guidelines and expectations.

The space is available to rent for $50 per hour. There is no minimum or maximum amount of hours required to rent. While we want to ensure that your event is set up to your liking, please bear in mind that the space is used on a daily basis for dance classes, children’s theatre rehearsals, and a variety of other things. Set up or clean-up for your event cannot take more than the allotted time, otherwise additional hours must be included in your rental fee.

According to our insurance policy, we must ask that children stay inside the space during the event under close adult supervision. If they leave for any reason they must be accompanied by an adult.

You may not bring any alcohol into the building and any catering or food brought in will need to be decided on and given permission by management before rental. All outside food and beverage sales are prohibited.

As a renter, please remember that this building and surrounding buildings are often open for business while the space is being used. Smoking is not allowed on in or around the property. Please know that as the renter you are responsible for guests of your function and that it is the expectation that all guests conduct themselves in a respectable manner, all children are attended to, and that the facility is treated with care so that others may also enjoy it. A Credit Card is required and held on file, in case of damages that incur to the property, equipment, inventory, or the building in general as a result of the renter or the guests of the event, damages will be the sole financial responsibility of the renter. Charges for such damages may be applied to this card without advanced notice.

Credit Card info: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exp\_\_\_\_\_\_\_\_\_\_\_\_CVC\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_

We expect an $50 deposit once your application is approved for booking to secure the date of your event. This will go towards your final rental fee. The theatre is in high demand, we cannot ensure the date until the deposit is paid. The deposit will not be refunded if the event is cancelled. All payment are nonrefundable.

Full Payment must be made in full 1 week prior to the event date. All Rental payments must be made by cash or by check. All Payments are nonrefundable.

For public events, We ask that you email us at nextgentheatre@gmail.com with all of your press release information, as well as a photo image (if desired) for promotions no later than 2 weeks prior to your event.

Next Generation Theatre reserves the right at any time to void the contract or cancel the scheduled event without a refund if the renter fails to act in accordance with these policies.

By signing this document, I understand that I am in full compliance with the above stated policies, and that it is my full financial responsibility for any damages to all Next Generation property including but not limited to any fixtures, equipment, or inventory if any should occur as a result of my scheduled event. I understand that I am liable for any injury to me or my guests whether negligently, recklessly, or intentionally caused by that party. Renter must be at least 21 years of age.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of Renter Date

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Thank you for choosing Next Generation to hold your event. Let us know what we can do to make your time here more successful, and please consider us again in the future.

**Ballroom Renter Contact (Please print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City/Town Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is this date flexible? Alternate days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: (Event title, Music style, Dancing or Seated Audience, Public or Private)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated # of guests \_\_\_\_\_\_ Estimated # of Adults: \_\_\_\_\_\_\_ # of Children: \_\_\_\_\_\_\_

Application Approved by (Staff Only)

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_ Approved Date of rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ballroom/Studio Rental**

|  |  |
| --- | --- |
| Total Hours of Rental(Rental must include all set up and clean up time) | \_\_\_\_\_\_hours x $50 TOTAL: $\_\_\_\_\_\_\_\_\_\_ Start time\_\_\_\_\_\_\_ End Time\_\_\_\_\_\_\_\_ |
| Sound System Rental Fee ($15 per rental) |  $  |
| Additional Fees |  $  |
| **Subtotal** |  **$**  |
| **Deposit should be paid after application approval** **Date will not be held until deposit is received.**  | Deposit Paid (min $50) - $ (Staff Only) |
| Rentals must be paid in full one week prior to rental date. |  **Balance Due $**  |
| **Date Paid \_\_\_\_\_\_\_\_\_\_\_** (Staff only) |  **Total Paid $**  **Cash or Check Only** |

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