

Cary Arts Center

Theatre Rental Request Form

In an effort to help us better serve your needs, please fill out the questionnaire below. Once complete, please return or email to Russ Hughes, russ.hughes@carync.gov. Once we receive your request, we will determine if your requested date(s) are available. If so, a meeting will be established to review your event needs.

Contact Information

Contact Name/Phone Number/Email:

Name of Organization Hosting Event (if applicable):

Is your organization a 501-c3?

If so, please provide a copy of your certification with your application.

Address:

If this rental is for an organization, the address listed must be for the organization.

Event/Meeting Details

Brief Event Description:

Is this event private or open to the public?

Is this event ticketed?

Expected attendance:

Number of performers:

Room Setup/Restore

Applies when renting additional rooms. Renters are responsible for setting up tables and chairs and restoring the room(s) within their rental timeframe. The Arts Center does not have the resources to provide this service. Be sure to communicate the number of table/chairs you need in advance.

Food/Beverage

Will food be served?

For all public events and large private events, renters must use a Cary Arts Center preferred caterer when serving food/beverage. For a list of our preferred caterers, please visit the Cary Arts Center's website. Renter may choose to pay the buyout fee (\$200) if renter wishes to use a different caterer. A permit and insurance must be provided when serving beer/wine. An additional space must be reserved to serve food when renting the theatre. An additional House Manager will likely be required.

Event Date/Time

Requested date(s):

Requested Timeframe for each date requested:

- Arrival Time:
*When you plan to come and set up for your event/
when your rental time begins*
- Arrival Time of your guests:
- Event/Meeting Start Time:
- Event/Meeting End Time:
- Departure Time:
After you have restored the room/end of rental time

Rehearsal Event Date/Time

(if needed)

Requested date(s):

Requested Timeframe for each date requested:

Additional Rooms

(if needed)

Requested room(s):

Requested Timeframe:

Room use: