



RENTAL APPLICATION

Initial Information

Organization Name _____

Individual For Profit Non-Profit (Please list Tax ID #) _____

Name of Event _____

Date(s) _____

Type of Event: Presentation/Meeting Play/Musical Recital Choir
 Dance Competition Other _____

Contact Information

Name _____

Phone _____

Email _____

Requested Dates Timeline

One time Rental

Date	Event	In Time	Start Time	End Time	Out Time

Re-occurring Rental (maximum of six months)

Date	Event	In Time	Start Time	End Time	Out Time

OFFICE USE ONLY:

Deposit Paid _____ Total Due _____ Total Paid _____

RENTAL SPACES, SERVICES, & EQUIPMENT



ADDITIONAL COSTS MAY APPLY

(USE OF EQUIPMENT REQUIRES A MEETING WITH THE TECH TEAM TWO WEEKS PRIOR TO THE RENTAL DATE)

Main Level Spaces (Handicap Accessible)

- Entrance/Lobby Performance Hall Green Room
 Merchandise Table Ticket Table/Check-In Table

Seating Capacity: 192 (max) Stage Capacity: 45(max)

Staging

- Piano Organ Chairs Music Stands

Tables: 6' _____ (5 max) 4' _____ (4 max)

Lighting

- House Lights Single Scene Multi-Scene Spotlights Lighting Kit

Audio & Visual

- Podium Laptop Performance Hall Projector w/Full Screen (16x9)
 LEDI Screen (10x7)

Basement Level Spaces (Stairs: Not Handicapped Accessible)

- Community Room Kitchen

Guest Capacity: 80 (max)

Round Tables _____ (max 10) Rectangular Tables _____ (10) Chairs _____ (max 80)

Audio & Visual

- Community Room Projector w/ Screen

Second Level Spaces (Stairs: Not Handicapped Accessible)

- Podcast Suite

RENTAL SPACES, SERVICES, AND EQUIPMENT



ADDITIONAL COSTS MAY APPLY

(USE OF EQUIPMENT REQUIRES A MEETING WITH THE TECH TEAM TWO WEEKS PRIOR TO THE RENTAL DATE)

Defiance Community Television

I would like to have my rental event professionally video recorded.

(This additional service can be provided for any of our spaces, if scheduled prior to the rental date.)

Yes No Video Recording Service Fee: \$250



Video Recording Release

Defiance Community Cultural Council (DCCC) is in partnership with DCTV, the local public access television station available in the Defiance area by the local cable provider. As part of its mission, DCCC generates programming for broadcast on DCTV.

(Signing our video recording release automatically waives all Video Recording Service Fees.)

By signing this form, I _____ agree to the following:

_____ The event(s) may be aired on DCTV and retained for future airings.

_____ The event(s) may be webcast via DCTV and retained for future airings.

_____ The event(s) recording may be duplicated on DVD and sold to the public by DCTV.

Initial

Release Signature _____ Date _____

RATES, RENTAL FEES, & POLICIES



Performance Hall

Four-hour rental (4 hours minimum)	\$ 400
Full day rental (8 hours maximum)	\$ 700
Additional hours	\$ 100 per hour
Cleaning deposit (refundable upon facility review)	\$ 200 per rental
Projector/screen or LED screen	\$ 100
Audio/Lighting Tech	\$ 200 (4 hour, over 4 hours \$400)
Video/Producer	\$ 200

Both Performance Hall/Community Room

Four-hour rental (4 hours minimum)	\$ 600
Full-day rental (8 hours maximum)	\$ 1,000
Additional hours	\$ 150 per hour
Cleaning deposit (refundable upon facility review)	\$ 300 per rental

Policies

- Hours of rental 8:00 am – 10:00 pm
- Deposit of \$100.00 to reserve date (refundable up to 30 days prior to booking date) - Remaining balance due 30 days prior to event (refundable up to 30 days prior to event, excluding \$100.00 deposit)
- 30-day advance notice required to guarantee availability of personnel and/or equipment
- Pre-production meeting required 14 days prior to event for audio/video personnel
- Only Stroede employees and authorized technicians can operate in-house audio and video equipment
- Audio/lighting tech and video/producer fees waived if content is acceptable to air on DCTV
- For-profit organizations will be charged sales tax on building rental fees
- Building rentals on holidays will depend on availability of staff and will be charged twice the normal rate