



# Facility Rental Request Application

## Cotuit Center for the Arts

**Physical:** 4404 Rte 28; **Mailing:** P O Box 2042

Cotuit, MA 02635 (508)428-0669

### SCHEDULING

Requested days/date(s) of facility occupancy:

---

Number of performances/events:

---

Event Start Time:

---

Event End Time:

---

Arrival Time:

---

Departure Time:

---

Expected Attendance:

---

### EVENT INFORMATION

Name of Organization Renting Facility:

---

Is this organization recognized as a non-profit organization under Section 501-C 3?      Yes      No

---

Title of Event:

---

Type of Event: (music, dance, theater, wedding, etc.)

---

Description of Event:

---

---

---

Is this a public event?      Yes      No      Is this a Fundraiser?      Yes      No

---

**CONTACT INFORMATION**

Authorized Representative: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alt phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Event Website: \_\_\_\_\_

**PRELIMINARY TECHNICAL INFORMATION**

Do you require use of the facility sound system? Yes No

Will you use the existing pre-set, generic stage wash lighting options? Yes No

Which portion of our facility do you wish to rent? Main Space Gallery Both

**PLEASE RETURN THIS APPLICATION TO:**

**Cotuit Center for the Arts**

PO Box 2042, 4404 Falmouth Rd

Cotuit, MA 02635

Tel: 508.428.0669 Fax: 508.428.0633

or attach to an email and send to:

[info@cotuitcenterforthearts.org](mailto:info@cotuitcenterforthearts.org)

Information provided is used for scheduling purposes only, and does not guarantee space. Authorized representative will be contacted within 3 days of receipt of rental application.