

Mill Ballet School Facility Usage Form

Name: _____

Name of Organization: _____

Reason for Rental: _____

Address: _____

Telephone/Email: _____

Website: _____

Number of Guests at Event: _____

Number of Staff Needed: _____

Parking Attendants: YES NO

Serving Alcohol: YES NO

Load In Date: _____

Load Out Date: _____

Do you need Sound System and/or Sound Tech: YES NO

Do you need Lights and/or Light Tech: YES NO

Do you need use of stage area: YES NO

Do you need tables and chairs: YES NO

Do you need video projector and screen: YES NO

Do you need kitchen (separate contract): YES NO

Will you be serving alcohol: YES NO

Will you be holding an auction: YES NO

Do you have event insurance: YES NO