

Lakeville Area Arts Center – Private Event Request Form

Name of Applicant: _____ Phone Number: _____

Name of Organization: _____ Email Address: _____

Address: _____

Type of Event: _____ Estimated Attendance: _____

| Proposed Date(s) | Room(s) (Art Classroom, Theater, Lobby) | Set-up Time | Event Start Time | Approx. End Time | LAAC Tech Need? Arrival Time? |
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Room Set-Up (Tables, Chairs, Etc): Banquet Theater Classroom Seating

Rental Options:

Tech Booth Access \$55

Note Specific Tech Requests: (Number of mics, stands, monitors, podium):

Tech Staff \$28 per hr Portable Projector \$35 Large Projector \$75 (must add tech staff)

Projection Screen \$35 Kawai Baby Grand Piano \$60 Linens \$3.5 each

Stage Extension Removal (inquire for details) \$200

Kitchen Rental: Caterer use of kitchen \$165 Non-Caterer use of kitchen \$50

Bar Service: (Standard service includes beer/wine, inquire for liquor): Open/Hosted Bar Cash Bar

Special Requests / Questions?: