

## WAV Common Area - Venue Request Form (VRF)

**Please fill out, email, fax or deliver to WAV main office.** Fax: 805.641.0476. See Contact Page of website, WAVartists.com for phone number, address and map of office location. A refundable deposit will be required after the VRF is approved. Fees may be required for exhibits and events.

|  |   |
|--|---|
| Name of organization:  | Phone:  |
| Name of individual:  | Phone:  |
| Email address:   |   |
| Date and time set up:  |   |
| Date and time of event:  |   |
| Date and time of finish and clean up and/or wall repair:   |   |
| Location of event:   | Number of attendees:  |
| Type of Event:<br><input type="checkbox"/> Visual Arts <input type="checkbox"/> Performing Arts <input type="checkbox"/> Mixed <input type="checkbox"/> Educational <input type="checkbox"/> Community Gathering <input type="checkbox"/> Other  |   |
| <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Ticketed   Cost to attend:   |   |
| Who is using the space:<br><input type="checkbox"/> WAV Resident <input type="checkbox"/> SHORE Resident <input type="checkbox"/> Other <input type="checkbox"/> Collaboration WAV Resident & Other<br><input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Nonprofit Organization  |   |
| Detailed description of event, including equipment description. Use additional sheets if necessary.  |   |
| Food and non-alcoholic beverages served to <u>public</u> attendants require permits from the Environmental Health Dept. (Ads on Facebook and all other social media, publicly displayed posters and news publications constitute <u>public</u> events. First Fridays and ArtWalks are <u>public</u> events.)<br><b>Intent to serve food and beverages, including bottled water: Yes <input type="checkbox"/> No <input type="checkbox"/></b> |   |
| Alcoholic beverages cannot be served or consumed in Common Areas of the WAV. (Exceptions may require liability insurance and security.)<br><b>Intent to serve alcohol at private event: Yes <input type="checkbox"/> No <input type="checkbox"/></b>   |   |
| Office Use Only:   | Date Received: _____ Approved: <input type="checkbox"/> yes <input type="checkbox"/> no |
| Notes:   |   |

I understand that I must adhere to the information I have submitted on the Venue Request Form. Any developing and additional features of events and exhibitions require office approval.

All permits, insurance and security arrangements are required in advance of events. **A refundable deposit must be submitted to the WAV office before your event will be reserved on the WAV calendar.**

I have read and agree to follow the Guidelines of the use of the WAV Common Areas.

Signature \_\_\_\_\_ Date: \_\_\_\_\_