



68 Elm St
Summit NJ 07901
908.273.9121
artcenternj.org

Event Rental Application

Organization/Individual name: _____

Contact name: _____ Phone: _____

Mailing address: _____

E-mail: _____

Date of event: _____

Start time: _____ End time: _____ (Please include set up/clean up time)

Number of attendees: _____

Description of event (party, concert, reception, company offsite, etc. Please note, we cannot accommodate fundraising events in our building.)

Will you serve food and/or beverages? _____ If yes, please briefly describe:

Available equipment (please check all that you will need):

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Tablecloths | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Easel (table or floor) |

How did you hear about the Visual Arts Center of New Jersey (VACNJ)?

- | | |
|---|---|
| <input type="checkbox"/> Our website | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> I attended an event here | <input type="checkbox"/> Social media (Facebook/ Instagram) |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Current or past student |
| <input type="checkbox"/> Other _____ | |

The application must be returned as soon as possible in order to review the necessary information and reserve the requested date and time. Return completed form via email to dlee@artcenternj.org or call 908.273.9121 ext. 241.

Visual Arts Center of New Jersey
Attn: Development
68 Elm Street
Summit, NJ 07901