

## COCA CONFERENCE ROOM RESERVATION FORM

### CONTACT INFORMATION:

Renter: \_\_\_\_\_

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

Office Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Renter is:**  COCA Member

#### Organization/Business

- Non-Profit Cultural Organization
- Arts & Culture Related Business
- Business & Association

#### Practicing Artist

- Practicing Artist
- Dual Practicing Artists
- Student Practicing Artist

#### Individual/Family/Educator

- Individual Member
- Family Membership
- Professional Educator

non COCA member

- Non-Profit Organization
- General Public
- For-profit organizations

### RESERVATION INFORMATION:

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

Time: from \_\_\_\_\_ to \_\_\_\_\_ *(include set-up and clean-up time)*

Name or Type of Event: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Additional equipment requested: *(see list of available equipment)*

#### Check List:

1. Check the appropriate blocks to indicate the correct COCA member or non-member.
2. Review each section of the rental agreement and complete the appropriate form.
3. Submit the completed form & rental agreement to Nick Pavlovik (Nick@tallahasseearts.org)
  - General Policies for COCA's Meeting Room (read and agreed)
  - Rental Fees & Payment (*signed and dated*)
    - Payment Due one week before the event
  - Liability Insurance (*provide proof*)
  - About the Facility including equipment, kitchen & parking (*read*)
  - Rental Agreement (*signed and dated*)
  - A tax-exempt certificate with your rental agreement, if applicable (*provide*)

