



The Arsenal

Space Rental Form

Name of Organization:			
Address:			
City:	State:	Zip:	Country:
Telephone:		Fax/ Email:	
Event Date:		Time of Event: From to	
Other Proposed Dates:		Expected Attendance:	
Event Description:			
Mission Statement of Organizer:			
Will it be a seated meal?	Y/N	Event Needs: # of Tables # of Chairs	
Will it be catered?: # of waiters # of bartenders	Y/N	Additional staffing:	
Will you use disposable plates/ utensils/cups? Y/N		Audio Visual equipment:	
Submitted by:		Date:	

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