



CELLspace – Collectively Explorative Learning Labs
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 www.cellspace.org/events • events@cellspace.org

Today's Date:

CELL Events
 Use ONLY

EVENT PROPOSAL FORM (FOR EVENTS THURS-SUN)
 PLEASE FAX OR RETURN THIS FORM TO THE CELLSPACE EVENTS DROP BOX

This is a: **PERFORMANCE** **CELEBRATION** **FUNDRAISER** **OTHER:** _____

Event Title: _____

Group: _____ Non-Profit? No Yes # _____

Address: _____

Website: _____

Contact Name: _____ CADL# or other ID# * _____

Phone#: Day () _____ Evening () _____ Email _____

**Please be aware that we will need to make a copy of your CA Drivers License or other approved identification if you are not a non profit organization or do not have a business license upon contract signing.*

DATE OF YOUR EVENT

CHOICE # 1) _____ 2) _____ 3) _____ 4) _____

TIME OF YOUR EVENT*

Total hours needed (events begin to set up at 5pm, unless otherwise negotiated) _____

When does your event start _____ and end _____

**This form is for Events at CELLSpace only (Thur. – Sun. starting at 5pm). For other rental needs, contact us.*

DESCRIPTION OF EVENT Please describe event in space provided below:

Number of people expected _____ (299 Max) Admission Price \$ _____

Approximate age range: _____ Serving alcohol?* YES NO

**CELLspace does not pull alcohol permits for events. You must speak with CELL Events first about the permitting process before final events contract signing. Events that serve alcohol are 21+ ONLY!*

SPACE NEEDED

Main Space Gallery* Loft

**Gallery is available only if approved by the Gallery Cluster*

TECH NEEDS* AND/OR IN HOUSE EQUIPMENT

DO YOU NEED: STAGE (12' X 16') CHAIRS # _____ COUCHES # _____ TABLES # _____

**You must provide a tech person, and they must meet with CELL Events prior to your event. If not, CELL Events can provide a professional Tech A/V worker for \$25/hr*

ART AND ENTERTAINMENT CELLspace books events that incorporate the arts. How does your event incorporate the arts? Please be specific.

COMMUNITY How does your event incorporate/benefit the community? Please be specific.

PAST EVENT HISTORY

Have you produced events before? YES NO This event? YES NO Number of past events _____

If yes, briefly describe your event production history; if no, please list relevant experience:

Have you produced events at CELLspace? YES NO

REFERENCES

Please provide three professional references: (If you have produced events before, please provide references for your production history):

<u>Name</u>	<u>Contact Info</u>	<u>Relationship</u>
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1.

2.

3.

NOTES OR WITTY EPITAPHS:

CELLspace provides a safe and supportive public environment for the exploration of art, education, performance, and community building. Through cooperative relationships and multi-disciplinary programs, we encourage the celebration of intergenerational and cross-cultural collaborations.

Upon approval of this proposal, ANY publicity must be approved by the Events Cluster.