



BUILDING REQUEST FORM

Requester's Name/Organization: _____

Mailings Address: _____

Home/Business#: _____ Cellular#: _____

Date of Saturday Event: _____ Time of Event: _____ (4 hour time frame, must end at 8:00pm)

Type of Event (please be specific): _____

Total # of invited guests: _____ # of children _____ # of adults (over 18 years): _____

Will food and beverages be served during the event? _____

If yes, will it require heating in an oven or microwave or refrigeration? _____

The Door has 12 tables and 78 chairs available for use.

How many tables will be needed? _____ How many chairs? _____

Will you be providing your own tables and/or chairs? _____

Will music or use of sound/video equipment occur during event (must be provided by renter)? _____

Will you allow persons other than invited guests to attend event? _____

Who will be the designated door attendant? _____

Please describe the types of activities that will occur during the event (be specific): _____

Who will be the designated person for clean-up? _____

- \$500.00 for 4-hour event includes your set-up and clean up time
- Minimum deposit of \$250 is required to secure your building rental reservation
- The remaining balance is due 2 weeks prior to the event date along with a \$50 refundable security deposit which will be returned provided you clean up and leave the building on time. **NO EXCEPTIONS**
- Only money orders or bank issued checks made payable to "The Door" will be accepted. **NO** cash or personal checks

Renter's/Requestor's Signature

Date

Please return your completed form and provide payment to:

The Door
219 N. Chester Street
Baltimore, MD. 21231
410-675-3288 ext. 11