



emporia arts center

# ART MOBILE RENTAL REQUEST FORM

THANK YOU FOR INQUIRING ABOUT THE EMPORIA ARTS CENTER'S ART MOBILE FOR YOUR EVENT!

PLEASE FILL OUT THIS FORM AND RETURN IT TO THE EMPORIA ARTS CENTER C/O SADIE MOORE OR EMAIL TO SMOORE@EMPORIAKSARTS.ORG NO LATER THAN 3 WEEKS BEFORE YOUR EVENT. YOU WILL BE CONTACTED UPON RECEIPT OF REQUEST FORM TO CONFIRM YOUR EVENT DATE. COMPLETION OF FORM DOES NOT SECURE YOUR DATE. YOU MUST RECEIVE CONFIRMATION.

815 Commercial St, Emporia, KS 66801 620-343-6473 [emporiaksarts.org](http://emporiaksarts.org)

CONTACT NAME \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATE \_\_\_\_\_ TIME FROM \_\_\_\_\_ TO \_\_\_\_\_

NUMBER OF CHILDREN EXPECTED \_\_\_\_\_ AGE RANGE OF CHILDREN \_\_\_\_\_

PLEASE DESCRIBE WHAT KIND OF ART ACTIVITY YOU'D LIKE AT YOUR EVENT:

WE CHARGE \$50 AN HOUR FOR THE ART MOBILE TO BE AT YOUR EVENT (100 KIDS OR LESS).

NUMBER OF HOURS \_\_\_\_\_ X \$50 TOTAL \$ \_\_\_\_\_

PAYMENT IS DUE UPON COMPLETION OF EVENT UNLESS OTHER ARRANGEMENTS ARE MADE.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_