

# Request to Rent Meeting Space

Kentucky Artisan Center at Berea • 200 Artisan Way, Berea, KY 40403

## Space Being Requested

- Conference Room (off entry lobby)-*maximum 25 participants*
- Private Dining Room (off main dining area)-*maximum 48 participants*

## Applicant Information

Contact Name	
Organization/ Business	
Applicant type (for profit business, non-profit, private individual)	
Address/Street/PO	
City, State, Zip	
Daytime Phone	
Evening Phone	
Fax	
Email	

## Rental Request Details

<b>Name of the Activity</b> for which the Space is requested <b>and brief description</b>  <i>Reminder: Alcohol &amp; smoking are not allowed in these spaces; only foods and beverages provided by the Artisan Center Café can be brought into these spaces.</i>	
<b>Date</b> of the meeting (month, day, and year)	
<b>Beginning Time &amp; Ending Time</b> for the meeting	
Time when you will need <b>the space opened</b> (set up)	
Time when the <b>space can be closed</b> .	
<b>Total Rental Time</b> (including set up and clean up time for fee calculation) See info for fee structure.	
<b>Number of people</b> participating	

**Will beverage service be requested?**     YES             NO

**Will food service be requested?**         YES             NO

**Will table cloths and cloth napkins be required?**         YES             NO

Will you be **charging for this event or selling products** during the event?     YES             NO

If so, please provide details on the back of this application.

Applicant's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

**Please return for review to:**  
**Kentucky Artisan Center at Berea,    ATTN: Teresa Parrett,**  
**200 Artisan Way, Berea, KY 40403**  
**Questions? Call 859-985-5448 ext 231        FAX: 859-985-5449**