

# STRATHMORE

*Private Events*

## Student Recital Application to Rent

**Please note: Application required to request a hold. Date is not considered held without approval and receipt of this application from the Strathmore Rentals Office.**

<b>Date Requested:</b> 1 <sup>st</sup> Choice: ____/____/_____ 2 <sup>nd</sup> Choice: ____/____/_____	<input type="checkbox"/> Music Room	<input type="checkbox"/> Sun Porch
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<b>PERSON SIGNING CONTRACT &amp; TITLE</b>	<b>SECONDARY CONTACT NAME</b>
COMPANY/ORGANIZATION (if applicable)	ROLE
FULL ADDRESS	FULL ADDRESS
PRIMARY PHONE	PRIMARY PHONE
E-MAIL	E-MAIL

<b>Please share the types of instruments included in your recital:</b>	<b>Number of Guests:</b>
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START TIME:	GUEST ARRIVAL TIME:	GUEST DEPARTURE TIME:	END TIME: (cleanup completed, space cleared of guests)
I AM PLANNING TO USE MY ADDITIONAL SPACE FOR (check all that apply)		<input type="checkbox"/> <b>Congregating only - no reception planned</b> <input type="checkbox"/> <b>Warm-up Room/Green Room</b> <input type="checkbox"/> <b>Equipment storage</b>	
I CONFIRM THAT THIS EVENT IS BY INVITATION ONLY. NO TICKETS WILL BE SOLD ON ANY OUTLET NOR WILL THERE BE ANY EXCHANGE OF MONEY ON SITE DURING THIS EVENT _____ (please initial here)			
<b>CATERING</b> No food or beverage is permitted at this time due to the mask mandate. <input type="checkbox"/> <b>I will not be offering refreshments.</b>			
<b>SETUP NEEDS:</b> WILL YOU NEED USE OF THE PIANO? <input type="checkbox"/> Yes <input type="checkbox"/> No HOW MANY MUSIC STANDS DO YOU NEED? _____ (up to 10) HOW MANY CHAIRS DO YOU NEED SETUP? _____ (maximum 50)			

Return this application to:

STRATHMORE / ATTN: Mansion Rentals  
 10701 Rockville Pike, North Bethesda Maryland 20852-3385  
 (301)581-5170 / cmcclelland@strathmore.org