



**Americana Studies Center
Special Event Application
~PERFORMANCE SPACE~**



ORGANIZATION AND CONTACT

Name of Organization: _____

Status (Non-Profit; LLC; Etc...): _____ Contact Person: _____

Business Address: _____

City: _____ State: _____ Zip: _____ Tax ID: _____

Phone: _____ FAX: _____ Email: _____

EVENT

Please indicate the type of activity you wish to hold in the performance space: _____

Requested Date(s): _____

How many people (employees/guests) will you have on site? _____

Note: If there are over 40 people expected to be in attendance a \$25 non-refundable charge will be added for cost of supplies.

Do you plan to serve alcoholic beverages at your event? Yes _____ No _____

Note: If alcoholic beverages are being served proof of OLCC Temporary Service License and Liquor Liability Insurance are required.

Additional Spaces Requested:

Performance Space _____ Additional Space _____

Please Explain:

INSURANCE

Name of Insurance Carrier and Agent: _____

Policy Number: _____ **Expiration Date:** _____

A certificate of liability Insurance must be provided prior to the event, naming Sisters Folk Festival, Inc. is named as Additional Insured. The amount of liability coverage will be determined prior to the event, but shall be a minimum of \$1,000,000 per occurrence.

MARKETING

Do you have plans to advertise your event prior to or while at the Americana Studies Center within the Sisters Art Works Building?

Yes _____ No _____ If yes, what are your plans? _____

NOTE: All press information should refer to the site as the Americana Studies Center within the Sisters Art Works Building. Physical Location 204 West Adams in Sisters, Oregon.

Please describe your event/workshop in no more than 100 words for informational purposes for our website and Press Release (you may include your own press release).

GENERAL

Within the Americana Studies Center the following guidelines need to be followed at all times:

- There are to be no open flames at any time (this includes incense, candles, etc...)
- Nothing is to be adhered to the wall unless on specific areas designated for hanging items.
- Please discuss food and beverage plan with Sisters Folk Festival Executive Director prior to event date.

Cost Breakdown is as follows:

1/2 hour to 4 hours:	\$50
4 1/2 hours to 8 hours:	\$100

Base cost includes use of entire performance space, tables, chairs, access through back entrance, and restrooms. *Additional Charges may apply for internet and other supplies.*

This application is for informational purposes only and is not to be construed in any way as a commitment to enter into an agreement with applicant.

A \$50 REFUNDABLE SECURITY DEPOSIT WILL BE REQUIRED TO PROCESS THIS APPLICATION.

Applicant Signature

Received by

Date

Date

Title

Title

APPLICATIONS MUST BE RECEIVED AT LEAST 4 WEEKS PRIOR TO EVENT TO ENSURE SPACE AVAILABILITY.

Mailed to:

Sisters Folk Festival
Attn: Erin Deggendorfer
PO Box 3500, PMB 304
Sisters, Oregon 97759

Please return application to the following:

Or Hand Delivered to:

Erin Deggendorfer
204 W Adams, Ste 204
Sisters, Oregon 97759

Or Faxed to:
541.549.8115