



# Culture Lounge Rental Submission Form

Thank you for your interest in renting Culture Lounge. Offering space for presentations by local artists, Culture Lounge is a place for talented presenters to share their creations with the public or at private events.

Rentals must be made at least 3 weeks in advance. *Please Note: Paid admission events that do not allow the general public to have access to the main project space MUST BE held during normal Culture Lounge CLOSED hours only.*

As a service to the community, Staten Island Arts will offer 2 events to be held rent-free (**for up to 2 hours**) per month for use by Staten Island artists and non-profit arts organizations. To be eligible, events must be free and open to the public, must be non-fundraising events, and must take place during normal open hours and at the discretion of Staten Island Arts staff.

### **RATES (Bare Room Rental – no equipment included)**

**Events held during Culture Lounge’s normal open hours:**

\$100 an hour

Culture Lounge Hours:

M - F ---11am to 7pm

Sat---12pm to 5pm

**Events held during Culture Lounge’s normal closed hours:**

\$125 an hour

**I am a Staten Island artist / Staten Island non-profit. Please consider this event as a rent-free public program.**

*Fields marked with a \* are required.*

Name\* \_\_\_\_\_

Address\* \_\_\_\_\_

Email\* \_\_\_\_\_

Phone\* \_\_\_\_\_

*Preferred communication method*

\_\_Phone

\_\_Email

\_\_Text Message

Title of Proposed Event:\* \_\_\_\_\_

Date of Proposed Event:\* \_\_\_\_\_

Beginning Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

How many people you expect to attend: \_\_\_\_\_

Will the general public be admitted for free or will there be a paid admission? \_\_\_\_\_

**[Please note:** The general public must have free access to the main project space during normal open hours. Paid admission events that do not allow the general public to have access to the main project space MUST BE held during normal Culture Lounge CLOSED hours only.]

What technical equipment\* will you be using at your Proposed Event [ex. PA system, projector, screen, chairs, etc.]:

**\*SI Arts' equipment is available for rent at additional fees\***

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How Space will be used: \_\_\_\_\_

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Return completed forms to [gmimozo@statenilandarts.org](mailto:gmimozo@statenilandarts.org)

**PLEASE NOTE: Completion of this form does not guarantee a rental.  
You do not have a confirmed rental until you have a *signed rental agreement* with Staten Island Arts.**