



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 offers 2 Promotional Packages rent-free (**for up to 2 hours**) per month for use by Staten Island artists and non-profit arts organizations to come promote their upcoming events at Culture Lounge. To be eligible, you must be a Staten Island resident, must book the package during Culture Lounge open hours, and adhere to the discretion of Staten Island Arts staff. These packages are offered on a first come, first served basis

RENTAL PACKAGES (please select one)

- Promotional Package:**
2 hour maximum
Table, 2 chairs, access to A/C power
 - \$25 Non-Members
 - \$15 SIA Members
 - \$0 Staten Island artist / non-profit*
- Meeting Package:**
2 hour minimum
Tables, chairs
 - \$300 Non-Members
 - \$200 SIA Members
- Spoken Word / Comedy Package:**
4 hour minimum
PA system, microphone, chairs
Technician
 - \$500 Non-Members
 - \$250 SIA Members
- Market Package:**
Tables, chairs, access to A/C power
 - Half Day: (4 hours)
 - \$500 Non-Members
 - \$300 SIA Members
 - Full Day: (8 hours)
 - \$750 Non-Members
 - \$525 SIA Members
 - Two Full Days: (16 hours)
 - \$1100 Non-Members
 - \$600 SIA Members
- Film Package:**
4 hour minimum
PA system, microphone, screen, projector, chairs
Technician
 - \$750 Non-Members
 - \$400 SIA Members
- Music Package:**
4 hour minimum
PA system, mixer, microphones, DI boxes, chairs
Technician
 - \$750 Non-Members
 - \$400 SIA Members
- Theater Package:**
Tables, chairs
Equipment rental add-ons available
 - Rehearsal/Audition: (2 hours)
 - \$300 Non-Members
 - \$150 SIA Members
 - Short Production / Tech: (4 hours)
 - \$500 Non-Members
 - \$300 SIA Members
 - Full Production: (8 hours)
 - \$1100 Non-Members
 - \$600 SIA Members

>Equipment Rental Add-ons are available upon request<

Don't see a package that works for you? Contact us to discuss your options!

Additional Information:

- **All rentals include** pre-consultation with rental manager and site coordinator during event.
- **Package hours include** time for setup and cleanup. Rates are subject to change.
- **Want to customize your event?** We also host private events! Please contact us to discuss.
- **Add-ons** include equipment rentals (i.e. basic & deluxe A/V, projector, media player) and services (i.e. sound engineer, raw audio & video recordings, case of bottle water).
- **Questions?** Contact Gena Mimozo at gmimozo@statenilandarts.org or 718-447-3329 x1003

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:* _____

Event Start Time: _____ Event End 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

Briefly describe the proposed event:* _____

Return completed forms to 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.**