

**Application to Rent  
AMP Powered by Strathmore**



<b>DATE(S) REQUESTED:</b>	<b>TODAY'S DATE:</b>
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<b>PERSON SIGNING CONTRACT</b>	<b>SECONDARY CONTACT NAME (If Applicable)</b>
COMPANY/ORGANIZATION (if applicable)	ROLE IN EVENT
TITLE	
FULL ADDRESS	FULL ADDRESS
PRIMARY PHONE	PRIMARY PHONE
E-MAIL	E-MAIL

**Please give the name and a short description of your proposed event:**

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**Will you be requiring audio/visual needs? (Additional charges apply) If so, please be specific:**

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<b>ORGANIZATION STATUS (If Applicable):</b> <input type="checkbox"/> 501c3 <input type="checkbox"/> Membership Organization	<b>NUMBER OF GUESTS</b>
START TIME	END TIME
<b>TYPE OF RENTAL</b> <input type="checkbox"/> This is a private <b>invitation-only</b> event. <input type="checkbox"/> This is a "public" <b>invitation-only</b> event. We intend to cap attendance by _____.	
ARE ANY DIGNITARIES, VIPS, ETC ANTICIPATED TO ATTEND?    NO      YES (IF YES, PLEASE LIST)	
ADDITIONAL NOTES	
<b>CATERING</b> Catering arrangements are made through Ridgewells. External catering is not permitted in any venue at Strathmore. <input type="checkbox"/> <b>Yes, I have spoken to Ridgewells.</b> Please contact <b>Katie Fleury, Director of Sales</b> , Ridgewells at Strathmore; to get started! 301-907-3757   kfleury@ridgewells.com	
<i>Your date is not considered held until we receive, review, and approve your application. Once approved, you will receive an offer letter, at which point 50% of the rental fee will be due as a non-refundable deposit to hold the date until a contract can be fully executed. No advertising or invitations for the event may occur until the agreement is fully executed. No tickets may be sold nor any monies collected on site for admission to this event.</i>	

Return this application to:    STRATHMORE, Attn: Julianne DuBois, Rentals Coordinator  
 5301 Tuckerman Lane | North Bethesda | Maryland 20852-3385  
 tel: (301)581-5172    email: [jdubois@strathmore.org](mailto:jdubois@strathmore.org)