

**Application to Rent
AMP Powered by Strathmore**



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

Please give a name and a short description of your proposed event:
<p>Please check if you are interested in utilizing AMP's audio/visual components (additional charges apply; includes A/V Tech) <input type="checkbox"/></p> <p>Please list desired components and intended use(s) (LED wall, inhouse sound system w/microphones, gobo, stage lighting, lecturn/podium):</p>

ORGANIZATION STATUS (If Applicable) <input type="checkbox"/> 501c3 <input type="checkbox"/> Membership Organization	APPROXIMATE NUMBER OF GUESTS
START TIME	END TIME
TYPE OF RENTAL <input type="checkbox"/> This is a private invitation-only event. <input type="checkbox"/> This is a ticketed event (tickets must be sold through Strathmore's box office and additional charges apply).	
ARE ANY DIGNITARIES, VIPS, ETC ANTICIPATED TO ATTEND? NO <input type="checkbox"/> YES <input type="checkbox"/> (IF YES, PLEASE LIST)	
CATERING Please contact Julianne DuBois, Private Events Manager for more information about catering at AMP. 301-582-5172 jdubois@strathmore.org	
<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 license agreement is fully executed. No tickets may be sold outside of Strathmore's Ticket Office, nor any monies collected on site for admission to this event.</i>	

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