



APPLICATION FOR FACILITY USE

The information you provide in this application will be used to determine if space is available for use. All requests should be made no later than 10 days in advance of event date. Please allow 2 business days for a response.

PLEASE COMPLETE AND FOLLOW RETURN OPTIONS BELOW

Name of Organization or Individual: _____

Mailing Address: _____

City, State, Zip: _____

Are you a 501 (c) 3: YES NO Federal ID #: _____

Contact Name: _____

Contact Phone #: _____ Contact Email: _____

Requested Dates: 1st Choice _____ 2nd Choice _____

Requested Time: (total time including set up & clean up) Start time: _____ End time: _____

Purpose: (check applicable) Meeting/Luncheon _____ Studio Rehearsal _____ Special Event _____ Audition _____

Other (Please describe) _____

Food Service: YES NO

Alcoholic Beverage Service: YES NO

Requested Space: (check applicable) Studio Pre-function Lounge Community Room Board Room

Attendance: Number of guests (for event): _____ Number of Participants: (for rehearsal) _____

APPLICATION RETURN OPTIONS:

Mail: Dallas Black Dance Theatre
Attn: Halice Furtado
2700 Flora Street
Dallas, TX 75201

Email: h.furtado@dbdt.com

Fax: 214-871-2842

OR

Requested by: _____ Date: _____

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| <ul style="list-style-type: none"> • NO OPEN FLAMES are permitted anywhere in the building (including votive candles). Battery operated votives are permitted. • Convection Ovens and warming trays are permitted. Please be Aware of the power needed to run your equipment. | <ul style="list-style-type: none"> • A list of approved caterers is available. Any caterer used that is not On the approved list, must provide a copy of their current Food Permit issued by the City of Dallas. • It is necessary that you bring in the linens, serving utensils, etc. for your event. We will provide tables and chairs only (up to 100 Chairs). |
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For Office Use Only

Confirmed Date: _____ Space: _____ Time: _____

Rate: _____ Payment Method: _____