



## ArtSpace Request Form

We are delighted that you will be participating in the performing arts community here in Columbia through the facilities provided by the CMFA ArtSpace/Columbia Music festival Association. We would like to remind you that we are a not for profit organization with a mission to promote and provide for the performing arts. As such, we ask that performing artists and their patrons make respectful use of our community resource and be sure to provide adequate custodial materials in order to keep our facilities in proper order for future use. All persons must provide their own paper products and trash bags, if you would prefer, we will accept donations if you would like the CMFA to purchase these items on your behalf. All persons are also required to properly turn off lights and electrical equipment as well as closing and locking all doors upon exiting the building. Please ask the CMFA executive director about the building's climate controls during your event, as the thermostat(s) and climate control systems are for CMFA staff use only. If you are planning an event that will occur during a weekend or beyond normal business hours, a \$100 fee will be charged to staff the facilities. Additionally, we would like to remind you that the CMFA ArtSpace/Columbia Music Festival Association is a smoke-free environment. The sale or serving of alcohol in conjunction with your event must be discussed with the Columbia Music Festival Association executive director in advance. If some or all of the material presented by you or your organization is not appropriate for young children please notify our promotions director in advance so that we can properly list your event in our calendar and press material. The facilities in use should be returned to their original state at the end of your event, please make arrangements with our promotions director to schedule a time for clean up, striking sets, tables, chairs etc. A custodial fee will be assessed if the CMFA ArtSpace is not properly cleaned. If you have any questions regarding the proper disposal of trash or the use of adjoined facilities such as the kitchen or board room please ask our staff prior to your event. A confirmation must be received from CMFA to secure the date/space reservation. **You will receive a confirmation letter for your event. If you have not received a confirmation letter in two weeks, please contact our office.**

Thank you,

The Columbia Music Festival Association  
914 Pulaski Street, Columbia SC 29201  
Telephone - 803.771.6303  
Fax – 803.771.2625  
Executive Director – John Whitehead

# ArtSpace Request Form

Arts Organization: \_\_\_\_\_

Administrative Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## Space(s) Requested, (check all that apply):

Grey Studio\*: \_\_\_\_\_ Stage Area\*: \_\_\_\_\_ Board Room \_\_\_\_\_

Pink Studio\*: \_\_\_\_\_ Black Box: \_\_\_\_\_

\*Does not include dressing rooms.

Black Box includes lobby, audience area and stage.

## Time Requests (Please list in chronological order, continue on back):

Start Time/End Time	Date (month/day/year)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please fax or mail this form to: The Columbia Music Festival Association  
914 Pulaski Street; Columbia SC 29201  
Phone - 803.771.6303; Fax - 803-771-2625

**All schedule requests are subject to change due to availability of space. All requests will be finalized with a confirmation contact.**

# Event Information

**Event Title:** \_\_\_\_\_

**Date of Event and times:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_  
\_\_\_\_\_

**Event Ticket Price:** \_\_\_\_\_

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

**Web address:** \_\_\_\_\_

**Facebook:** \_\_\_\_\_

**Twitter:** \_\_\_\_\_

**Linkedin:** \_\_\_\_\_

**YouTube:** \_\_\_\_\_

*For Office Use Only*

*Date*

*Space*

*Time*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Confirmation letter sent: \_\_\_\_\_