



**CARTERET**  
PERFORMING ARTS  
& EVENTS CENTER

**Rental Application**

## Important Notice to All Rental Applicants:

Please be advised that the Carteret Performing Arts & Events Center is a dedicated space for performance and entertainment. Our state-of-the-art facility is designed to host a diverse range of cultural, artistic, and entertainment events, including but not limited to concerts, theatrical productions, film screenings, and dance performances.

We pride ourselves on being a premier destination for performers and audiences alike, offering exceptional acoustics, lighting, and seating that cater to a high-quality entertainment experience.

We would like to clarify that our venue is not a catering hall or social hall. As such, we do not provide spaces, amenities and services typically associated with private celebrations such as bridal/baby showers, birthday parties, retirement parties, or personal social gatherings. Our focus remains on facilitating events that align with our mission to enrich, educate, and entertain our community through exceptional performing arts and cultural experiences.

We encourage rental applicants to consider how their event will fit within the scope of a performance and entertainment venue before submitting an application. Also, we ask that you allow ample time to market and advertise your event in order to maximize your opportunity for ticket sales.

We look forward to collaborating on events that complement the artistic and cultural vibrancy of our center.

Thank you for considering the Carteret Performing Arts & Events Center for your event.

**Applicant Information:**

Name of Applicant/Organization:	
Contact Person:	
Address:	
Phone Number:	
Email Address:	
Website (if applicable):	

**Event Information:**

Name of Event:	
Type of Event (e.g., concert, play, corporate conference, etc.):	
Proposed Date(s) and Time(s) of Event:	
Expected Duration of Event (include setup and breakdown times):	
Estimated Attendance:	

**Facility Needs:**

Preferred Space(s) for Rental: i.e. Main Auditorium, The Underground	
Seating Arrangement and Capacity Needed:	
Technical Requirements (sound/lighting):	
Will there be any special constructions or installations?	

*Note: All tickets must be sold through the Carteret Performing Arts & Events Center Box Office. This is non-negotiable.*

**Financial Information:**

Proposed Budget for Event:	
Proposed Marketing/Advertising Budget:	
Are you a not-for-profit organization? Yes/No If yes, please provide details:	

**Operational Information:**

No outside food and beverages will be served.	
Do you plan to sell merchandise?	
Do you plan to hold any Meet & Greets?	
Does your event require a specific security plan? If yes, please provide details:	
Liability insurance is required. Please attach proof.	
How will you ensure compliance with local health and safety regulations?	

**Additional Information:**

Please provide a brief description of the event, including any significant details that would aid in understanding the scope and nature of the event:	
Have you held events at similar venues? Yes/No	
If yes, please provide references:  1.  2.  3.	

**Agreements and Signatures:**

I acknowledge that I have read and understood the terms and conditions of renting a space at the Carteret Performing Arts & Events Center.

I agree to abide by all the policies and procedures set by the Carteret Performing Arts & Events Center.

I confirm that the information provided in this application is accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_