



Facility Rental Application Form

Thank you for interest in bringing your next event to one of our various beautiful BlackRock spaces. We hope to make your important day more special.

Due to the high volume of inquiries regarding our multiple spaces, our BlackRock consultant is only able to address requests and offer tours to Renters who have filled out the Facility Rental Application Form with the Application Fee. Cursory questions may be directed to our Front Desk at 301-528-2260. Our building is open to the public 10 AM – 6 PM Monday through Saturday. Please feel free to stop by and explore on your own! There is always a lot happening at BlackRock!

Renter Name	
Renter Phone – Mobile/Other	
Renter E-mail Address	
Name/Description of Event	
Anticipated Number of Guests	
Preferred Date/Time (Option 1)	
Preferred Date/Time (Option 2)	
Preferred Date/Time (Option 3)	
Preferred Room(s) – (Option 1)	
Preferred Room(s) – (Option 2)	
Preferred Room(s) – (Option 3)	
Will Alcohol Be Served?	
Other Requests	

If you have processed your form and have not heard back from us in 2-3 business days, please feel free to contact:	Doug Burdette doug@blackrockcenter.org (240) 912.1072 Patron Services Manager
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PLEASE NOTE:

- Total time booked will include allocated times for your set-up and clean up; this time will be included as part of our projected charge in our estimate.
- Please note rentals are not reserved or confirmed until mutual receipt of the dually Signed Contract with an executed Security Deposit Payment.
- Payment in full will be due at least 30 days prior to your event.

Facility Rental Application Fee \$20 – Non-refundable

Check (please make check payable to *BlackRock Center for the Arts*) Credit Card

Credit Card Number: _____

Exp. Date: _____ Security Code: _____

Name _____

Address: _____

City/State/Zip _____

Rental Room Prices

FIRST FLOOR (4 Hour Minimum)		
Mainstage Theater (Includes Concession Area)	210 People Theater Seats	Saturday/Holidays: \$475 /Hour Friday & Sunday: \$425 /Hour Monday – Thursday: \$350 /Hour
Studio Theater/BlackBox (Includes Studio Theater Alcove)	180 - 220 People Banquet-style Seating Dance Floor option	Saturday/Holidays: \$550 /Hour Friday & Sunday: \$475 /Hour Monday – Thursday: \$400 /Hour
Kay Gallery (Includes Studio Theater Alcove) *Subject to availability	110 People Banquet-style Seating	\$300 /Hour
Lobby *Subject to availability	Full use for large events	\$275 /Hour
SECOND FLOOR		
Conference Room	20 - 40 People Theater-style or Table Seating	Saturday/Holidays: \$150 /Hour Friday & Sunday: \$125 /Hour Monday – Thursday: \$100 /Hour
Terrace Studio & Patio	40 – 80 People Theater-style or Table Seating	Saturday/Holidays: \$200 /Hour Friday & Sunday: \$175 /Hour Monday – Thursday: \$150 /Hour

INTERNAL USE ONLY			
Application Fee Payment/Date Info (Name & Last 4 of CC/Check Number)	Name:	Date:	ID #:
EMS Availability Y/N	Option 1:	Option 2:	Option 3:
Intake Date	Tour Date	Tour Giver	