

GRAND STREET COMMUNITY ARTS (GSCA)
GSCA EVENTS AGREEMENT

Name of Proposed Event	
Person Responsible for Event	Name:
	Affiliation:
	Address:
	Telephone:
	E-Mail:
Date(s) of Event:	
Time of Event:	
Time(s) of Use (include set up and break down)	

EVENT ORGANIZER AGREES TO:

- Provide audio/visual equipment for the event
- Advertise the event
- Register/monitor admissions to the event
- Supervise during the event
- Comply with GSCA and State Licensing regulations with regards to serving alcohol (if applicable)
- Clean up after the event (see Building Use Checklist)
- Secure the building after the event
- Return building access key(s) within 2 days of the event closing
- Other: _____

Special Assistance Requested (e.g. access to the building prior to the event, etc) :

Payment and Deposits		
Amount		
	Event Payment (as agreed on Event Application)	
	Building Deposit (non GSCA Events)*	
	Building Key Deposit (non GSCA events)*	
	Security (if required by GSCA)	
	TOTAL	

- * **Building and Key Deposits** must be made at least 7 days prior to the event. Checks should be made out to "Grand Street Community Arts" and directed to: **Harrison Watkins, Events Coordinator, GSCA at 68 Grand Street, Albany, NY 12202 Tel: (518)463-2222**

I will be responsible for any additional costs for cleanup, repairs, or property damage that are a result of the use of the building.

Signature

Signature

Printed Name

GSCA Events Committee Liaison

Printed Name

Event Organizer

Date: _____

Date: _____

Attachment: Completed GSCA Events Application