



COCA Facility Rental Application

Please fill out this form in its entirety. The more information you are able to provide to us at this time, the more accurate our estimate will be.

CONTACT INFORMATION

NAME:

EMAIL:

PRIMARY PHONE:

SECONDARY PHONE:

MAILING ADDRESS:

EVENT INFORMATION

ORGANIZATION NAME/SPONSOR:

ORGANIZATION STATUS:

EVENT NAME:

EVENT DATE(S)

First Choice:

Alternate Dates:

EVENT TIME(S)

First Choice:

Alternate Times:

REHEARSAL DATE(S):

First Choice:

Alternate Dates:

(IF APPLICABLE)

PLEASE NOTE: Requesting a rehearsal date other than the date of the event will greatly increase your estimate. Rehearsal date requests are subject to calendar availability.

ESTIMATED ATTENDANCE:

VENUE:

First Choice:

Second Choice:

TYPE OF EVENT:

TICKETING:

PLEASE NOTE: All ticketing services are performed through the COCA Box Office. A ticketing services charge will be assessed for all ticketed events.

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR EVENT:



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EQUIPMENT REQUIREMENTS

We are bringing our own equipment. Please describe:

Please refer to available equipment and services listed below. Notate all elements you will be using during your event and insert desired quantities where applicable. **NOTE: a setup fee may be assessed for large setups.**

| SOUND | LIGHTING | VIDEO | TABLES* & CHAIRS |
|--|---|--------------------------------|--|
| Corded microphone QTY: _____ | We will use the standard lighting plot | DVD Playback | 36" Round table - bistro or café height (12) QTY: _____ |
| Wireless hand-held microphone QTY: _____ | We will make changes to the standard lighting plot or use a custom light plot | PowerPoint™ presentation | 72" round table (10) QTY: _____ |
| Wireless lapel microphone QTY: _____ | Lights will turn on and stay the same throughout the event | Projection Screen | 6' Rectangle table (15) QTY: _____ |
| CD/MP3 playback | Several light changes throughout the event | Portable TV/DVD | Black folding chairs (150) QTY: _____ |
| We have live musicians that will require a specific microphone setup | Spotlight will be used | We will be recording the event | Black upholstered chairs (45) QTY: _____ |
| Block Rocker | | | Podium *PLEASE NOTE: COCA does NOT provide linens |

Thank you for considering COCA as the venue for your event. We greatly appreciate you taking the time to complete this questionnaire. This information will be used to develop a general cost estimate for your event. **PLEASE NOTE: All requests are subject to space availability.**

Please submit this completed form to rentals@cocastl.org, using the event name in the subject line. You may also submit forms via fax, 314.725.6222, or mail completed applications to COCA - Attn Rentals: 524 Trinity Avenue, St. Louis, MO, 63130.

If there is any further information required, we will contact you.