

Elley-Long Music Center
Home of the Vermont Youth Orchestra Association
223 Ethan Allen Ave
Colchester, VT 05446

Due to the busy nature of the Elley-Long Music Center & the Vermont Youth Orchestra Association office, **all Rental Requests must be submitted in writing**. Please complete & mail or fax this form to the VYOA office. You may also send all of the information in email to mia@vyo.org. Once we receive your Rental Request we will check date & space availability with our calendar & respond within 3-5 business days & also send a Rental Fee quote. Once you have confirmed that you want to rent the Elley-Long Music Center we will issue you a formal contract.

For more information on Elley-Long Music Center rental restrictions & policies & space descriptions please visit our website (www.vyo.org) under "Contacts". You may also email VYOA Office Manager, Mia Fritze, with additional questions (mia@vyo.org).

Filling out the Rental Request Form:

Contact Info – please complete this section as completely as possible. It is important for us to have all contact information in order to respond to your request & to complete a rental contract. Our preferred mode of communication is via email so be sure to include an email address if one is available.

Event Info – in order to process your request we need to know as much information about the type of event you are holding & the amount of time it will take. Part of the rental fee includes a VYOA staff person present for the duration of your event to assist you so it is imperative that we have exact times. The time you enter the building should be the time that you want to start setting up for your event. All set-up & take-down is the responsibility of the person/group renting the building. The time you leave the building should allow for time to clear the space(s) you've used (clearing chairs, tables, music stands, etc.), picking up & taking out the trash, cleaning up the kitchen if it was used, & removing all of your own equipment & belongings.

Rooms – to see a description of all the rooms available please go to www.vyo.org under Contacts.

Amenities – please mark down the number of chairs, stands, tables, etc. that you will need for your event. We can also recommend renting additional equipment from VT Tent Company (863-6107). Equipment drop-off & pick-up times must be scheduled with us!

The Elley-Long Music Center is open Monday – Friday 9am-5pm. Please call or email Mia Fritze to schedule an appointment for a tour of the building.

Elley-Long Music Center RENTAL REQUEST FORM

This is not a contract

CONTACT INFO:

Business Name (if applicable): _____

Contact Name: _____

Mailing Address (with city, state, zip): _____

Email: _____

Phone: _____

EVENT INFO:

Type of Event: _____

Date(s) of Rental (Please list all dates in order of preference): _____

Start & end time of Event: _____

Time you will enter ELMC* _____

Time you will leave ELMC*: _____

*Renters are responsible for their own set-up (including chairs & tables) & tear-down/clean-up – please allow enough time.

Total hours needed in building: _____

No. of people expected: _____

ROOMS: Please mark the room(s) you would like for your event. If you're not sure, describe your event & the type of space you are looking for on an additional sheet. You can find descriptions of each room on our website (www.vyo.org).

Performance Hall with Stage

Orchestra Room

Large Classroom (capacity: 20-30)
1 or 2 rooms needed? ____

Medium Classroom (capacity: 15-20)
1 or 2 rooms needed? ____

Small Practice Room (capacity: 5)
1 or 2 rooms needed? ____

Kitchen (no additional charge)

AMENITIES: Please mark the items you will need for your event, along with **the number** that you will want. There is no additional charge for the use of amenities. Remember that you are responsible for your own set-up & tear-down.

Utility Tables
6ft (8 available) ____
8ft (2 available) ____

1 wireless mic & stand (Hall only)

Sound system (Hall only)

Folding Chairs (90 max) ____

DVD/VCR/CD Cart

Orchestra Chairs (90 max) ____

Music Stands ____

Audience Chairs (350 max) ____

Baby Grand Piano (located in Orchestra Room, one classroom, Stage)

o Tuned? Yes No additional \$100 for tuning