



CULTURAL ARTS VILLAGE

**Mattie Kelly Arts Foundation
4323 Commons Drive West, Destin, FL 32541**

Special Events Questionnaire

The Mattie Kelly Cultural Arts Village consists of 6.76 acres of green space and has the ability to accommodate a wide variety of events including audiences between 3,500 to 4,000 people. All events must be consistent with the overall mission of the MKAF. Facility use fees will be determined by the MKAF Facilities Management Committee after review of this completed questionnaire. Please provide as much information as possible using an additional sheet if required.

Primary Contact Name _____

Mailing Address _____ City _____ Zip _____

Contact Phone Number _____ Email _____

Description of Event _____

Private Event _____ Public Event _____ Non-Profit Event _____ Ticketed Event _____

Will alcohol be served? _____ If so, will alcohol be sold? _____

Will food vendors or catering services be used at this event? Yes _____ No _____

Will tents or other outside equipment be used for this event? Yes _____ No _____

If yes, please explain _____

Date(s) of event to include set up and clean up. _____

Est Times of actual event (from) _____ (to) _____ Est Attendance: _____

At least two business references (not applicable for private events) must accompany the questionnaire.

Signature of Applicant

Date

Send completed form to: info@mattiekellyartsfoundation.org



1. The Mattie Kelly Arts Foundation welcomes the use of its facilities by people and agencies who share the beliefs of the Foundation.
 - a. **Mission:** Champion of cultural arts and education in Northwest Florida
 - b. **Vision:** Impacting lives through Arts and Culture.
2. The Mattie Kelly Arts Foundation (MKAF) has been committed to cultivating and nurturing a deep appreciation of the arts in residents and visitors along the breathtaking Emerald Coast. MKAF has grown over the past 18 years to include community outreach and children's educational art programs, along with an extensive calendar of concerts, performances and other events celebrating a wide variety of artistic pursuits.
3. The rental of the Arts Village is available for most events pending review and approval of the completed Special Events Questionnaire. After event approval, a price quote dependent upon size of event and organic resources required will be provided. A signed rental agreement with a non-refundable application fee (\$50.00) is required to reserve venue space. The rental will be confirmed upon an executed contract by both parties.
4. The application fee is used to offset the costs required by staff members to guide the renters thru the various requirements levied by state and city agencies.