



Rental Application

VERSION 1 · OCTOBER 2026

Tell us about your event. We review every application before a date is confirmed, usually within [3] business days. Nothing is booked until you sign a Rental Agreement and pay the booking deposit.

I. About you

<input type="text"/>	<input type="text"/>
Full name	Organization (if any)
<input type="text"/>	<input type="text"/>
Phone	Email
<input type="text"/>	
Mailing address	
<input type="text"/>	<input type="text"/>
Best way to reach you	How did you hear about us?

2. Renter type

Choose one. Each has its own pricing sheet and agreement.

☐ **Public:** individuals, families and businesses

☐ **Nonprofit:** an orthodox Christian church or ministry, or a nonprofit that serves our city and shares our faith tradition. Attach your IRS determination letter and EIN.

☐ **Church family:** I serve on a SOJO team and attend a SOJO group, and this is my own or my immediate family's event.

<input type="text"/>	<input type="text"/>
Church family: the team I serve on	Church family: my SOJO group and leader

Nonprofit: legal name and EIN

3. The event

Type of event (wedding, reception, party, meeting, concert, fundraiser, other)

First-choice date

Second-choice date

Setup begins

Event begins

Event ends

Expected guests

Who is the event for or honoring? (names of the couple, honoree or organization)

Describe the event: its purpose, the program, and anything you plan to have happen (speeches, performances, activities).

4. Rooms

- ☐ The Loom (main hall)
- ☐ The No. 6 Lounge
- ☐ The Spinning Room
- ☐ The Bobbin

- ☐ The Thread Room
- ☐ The Deck
- ☐ The Whole Mill (every space)
- ☐ Not sure yet, help me choose

5. Food, drink and add-ons

- ☐ Outside caterer
- ☐ Coffee service from the Bobbin
- ☐ Alcohol served by a licensed bartender
- ☐ Sound technician (Loom sound or lights)

- ☐ Live band or DJ
- ☐ Extra hours
- ☐ Rehearsal the day before
- ☐ Tickets sold to the public

Caterer, bartender and other vendors you have booked

6. Concerts and shows

Fill this in only for concerts, shows and performances.

Performers (every act)

Expected ticket price

Who handles ticketing?

Genre and a link to their music

7. Agreements

☐ I have read the Thread & Vine Hall Facility Use Policy, and my event fits it.

☐ I understand a signed Rental Agreement and booking deposit are needed to hold a date.

☐ I understand the event may need a one-day event insurance policy.

☐ The information on this application is true and complete.

Signature (type your full name)

Date

OFFICE USE ONLY

☐ Reviewed against Facility Use Policy

☐ Church family status confirmed by staff

☐ Nonprofit documents received

☐ Approved

☐ Declined (deposit refunded in full)

☐ Tour completed

Reviewed by

Date

Rate type and quote

Agreement sent