

## **Event Guidelines and Application for Partnership**

### **DANK Chicago Organizational Mission Statement:**

The purposes of this corporation are to preserve and promote German culture, heritage, and language through activities including, but not limited to, maintaining a center consisting of a museum, art gallery, library, and language school, and organizing educational and social programming focusing on and emphasizing the history, traditions, and contributions of Germans and German Americans.

### **DANK Chicago Fine Arts Mission Statement:**

To embrace all forms of artistic vibrancy and innovation of the arts, which respects tradition yet encourage innovation of the German and German American experience as articulated through unremitting commitment to partnership, integrity and educational pursuit.

### **Event Guidelines and Considerations:**

Organizations/individuals can rent DANK facility space for the full value of the room provided their event provides no calendar conflicts with other activities planned within the cultural center upon approval of the Executive Director.

In order to be considered a “**partnership**” the applicant organization must be a 501(c)3 and fit into the organizational and artistic mission of the center. Determination of eligibility for all fine arts related requests are made by (FAC) and are final.

1. DANK hosts up to six yearly concerts and a limited number of gallery exhibitions, readings, etc. Applications are processed in the order in which they are received. **A completed application does not guarantee your event(s) will be scheduled.** In some cases your application may be considered for the following calendar year provided both parties are in agreement.
2. Fees schedules are included with each application type. NFP discount is applied to fee.
3. All applicants must submit the nonrefundable \$25 processing fee. Make checks payable to DANK Haus.

**Application: (Music/Dance) – Please include nonrefundable processing fee \$25**

**Name of Organization/Individual**  
(Please attach copy of tax exempt letter if applicable)

**Contact Information** (Include name, address, email, fax, web address and phone number)

**Please describe your proposed event and how it fits into the mission of DANK.**

(All music ensembles must submit a CD/DVD or an invitation to a fine arts committee member to a local concert prior to consideration).

**What are the dates your organization is considering?**

(Please keep in mind that concerts must be spaced at least 6 weeks apart from any musical event already scheduled on the calendar)

**Date of your application submission (Please allow 6 weeks for a final decision)**

**Venue Fee \$750.00 Includes the following:**

Membership mailing (400+)

Email blast (5,000)

Event listed on DANK web site

Press release (with artist/ensemble provided content)

Limited bar at reception (proceeds to DANK for volunteer time)

Concert setup/breakdown

One dress rehearsal to be arranged with the Executive Director based on hall availability

**All application correspondence via email to [DANK@DANKhaus.com](mailto:DANK@DANKhaus.com)**

**Attention: Nicholle Dombrowski – Executive Director or mail to:**

**4740 North Western Ave. Chicago, IL 60625**

Signature of Applicant/Authorized

Agent \_\_\_\_\_

**Application: (Literary) – Please include nonrefundable processing fee \$25**

**Name of Organization/Individual**

(Please attach copy of tax exempt letter if applicable)

**Contact Information** (Include name, address, email, fax, web address and phone number)

**Please describe your proposed event and how it fits into the mission of DANK.**

(All companies/individuals must submit a work sample or an invitation to a fine arts committee member to a local signing/reading prior to consideration).

**What are the dates your organization is considering?**

(Please keep in mind that readings/signings must be spaced at least 2 weeks apart from any event already scheduled on the calendar)

**Date of your application submission (Please allow 6 weeks for a final decision)**

**Venue Fee \$450.00 Includes the following:**

Membership mailing (400+)

Email blast (5,000)

Event listed on DANK web site

Press release (with author provided content)

Limited bar at reception (proceeds to DANK for volunteer time)

Event setup/breakdown

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**Application: (Film/Cinema) – Please include nonrefundable processing fee \$25**

**Name of Organization/Individual**

(Please attach copy of tax exempt letter if applicable)

**Contact Information** (Include name, address, email, fax, web address and phone number)

**Please describe your proposed event and how it fits into the mission of DANK.**

(All companies/individuals must submit a CD/DVD or an invitation to a fine arts committee member to a local screening prior to consideration.)

**What are the dates your organization is considering?**

(Please keep in mind that events must be spaced at least 2 weeks apart from any other event already scheduled on the calendar)

**How will proceeds from your event be used?**

**Date of your application submission (Please allow 6 weeks for a final decision)**

**Venue Fee \$450.00 Includes the following:**

Membership mailing (400+)

Email blast (5,000)

Event listed on DANK web site

Press release (with Director provided content)

Limited bar at reception (proceeds to DANK for volunteer time)

Event setup/breakdown

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**Application: (Gallery) – Please include nonrefundable processing fee \$25**

**Name of individual artist or collective**

(Please attach copy of tax exempt letter if applicable)

**Contact Information** (Include name, address, email, fax, web address and phone number)

**Please describe your proposed show including the name and describe how it fits into the mission of DANK.**

(All artists must submit a CV/Bio and Artist Statement. Jpeg's of at least 300 dpi or a catalogue must be submitted via email or mail to DANK at the time of application submission).

**What are the dates your organization is considering?**

(Please keep in mind that showings must be spaced at least 9+ weeks apart from any gallery event already scheduled on the calendar for installation purposes)

**Date of your application submission (Please allow 6 weeks for a final decision)**

**Venue Fee \$850.00 Includes the following:**

Gallery Space for 8 weeks

Membership mailing (400+)

Email blast (5,000)

Event listed on DANK web site

Press release (with artist/ensemble provided content)

Limited bar at reception

Event setup/breakdown (at artist's request)

Gallery Staffing (Saturday only or by special arrangement)

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Agent \_\_\_\_\_

**Application: (Drama) – Please include nonrefundable processing fee \$25**

**Name of Organization/Individual**

(Please attach copy of tax exempt letter if applicable)

**Contact Information** (Include name, address, email, fax, web address and phone number)

**Please describe your proposed event and how it fits into the mission of DANK.**

(All companies/individuals must submit a work sample via DVD or an invitation to a fine arts committee member to a local production prior to consideration).

**What are the dates your organization is considering?**

(Please keep in mind that theatrical productions must be spaced at least 2 weeks apart from any event already scheduled on the calendar)

**Date of your application submission (Please allow 6 weeks for a final decision)**

**Venue Fee \$750.00 (extended runs are priced higher) Includes the following:**

Membership mailing (400+)

Email blast (5,000)

Event listed on DANK web site

Press release (with company provided content)

Limited bar at reception (proceeds to DANK for volunteer time)

Event setup/breakdown

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