

Performance Hall Reservation Request Form

Please fill out this form as completely as possible so that we may give you the best estimate for renting the space. *This form may be filled out electronically, saved and returned via email.* **Your request will not be completely approved until a signed contract is received.**

Production Date(s): _____ Today's Date: _____

Production Title: _____

Producing Group: _____

Contact Name: _____

Contact Email: _____ Contact Phone#(s) _____

Number of Audience Anticipated: _____ Number in Company: _____

Arrival Time (First day): _____ Approximate Show Running Time: _____

Website for ticket sales: _____

Production Start Times:**Date 1:** _____ Curtain Time 1: _____ Curtain Time 2: _____**Date 2:** _____ Curtain Time 1: _____ Curtain Time 2: _____**Date 3:** _____ Curtain Time 1: _____ Curtain Time 2: _____Requested Rehearsal Dates:

(An effort will be made to provide requested rehearsal dates but they are not part of the approval process)

Rehearsal Dates: _____ Hours: From: _____ To _____

_____ From: _____ To _____

_____ From: _____ To _____

Technical Equipment: (e.g. projector, number of microphones, special lights, followspot, piano, sound, tables, chairs, music stands, etc.)

 Do you need box office service? (Hourly fee): Yes No

Other Notes: _____