Theater Facility Application & Contract

Please fill in the following information completely.

1. Date(s) of Event: 1st Choice ________________________________
   2nd Choice ________________________________

2. Nature of Event (i.e. recital, concert, play, library presentation, benefit…)
   _________________________________________________________________________

3. Event Start Time(s): ________________________________
   Event End Time(s): _______ ________________________________

4. Use of Kitchenette? YES ☐ NO ☐

5. Use of Audio/Visual? YES ☐ NO ☐ NEED ASSISTANCE? YES ☐ NO ☐
   o If you will run your own tech, who will be the engineer?
     Name: ____________________________ Phone: ____________________________
     (This person will need to be approved prior to event.)

If more than one rehearsal, please indicate all requested rehearsal dates and times below (use back of page if necessary):
FCLAA Theater Facility Contract – Page 2

FEES:
Deposit: $50.00  *Due at time of booking.*
Rental: $100.00 x ___ (# of performances)  *Due 1 week prior to 1st performance.*
Audio/Visual Tech: $50.00 x __(# of performances) if needed  *Due w/rental fee.*

TOTAL FEES DUE: _______ Balance Due Date: __________

Renter Contact Information:
Name: __________________________________________________________
Address: _________________________________________________________
_________________________________________________________________
Phone: _______________
Cell/Alternate Phone: ______________
Email: ______________________________________________

By signing this document, you have agreed to the terms of this contract. Any breach of this contract will cause a forfeit of your deposit. Booking is not complete until this contract is approved and deposit is on file.

Signature ____________________________ Date ____________

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THIS PORTION TO BE COMPLETED BY THEATER COMMITTEE ONLY

FCLAA Approval Signature: _________________________________________________

Date keys granted _______________  Date keys returned _______________

Deposit returned? _______________________________________________________

Tech approval granted? ___________________________________________________

FCLAA Theater Committee member assigned for final walk through:
______________________________________________