

RITZ THEATRE RENTAL APPLICATION

TODAY'S DATE: _____
REQUEST MADE BY: _____
(Name of Organization, Company, or Individual Renting Theatre)

PERSON IN CHARGE: _____
ADDRESS _____
CELL #: _____ WORK #: _____ HOME # _____
EMAIL: _____

EVENT/PURPOSE OF RENTAL:

ADMISSION CHARGE FOR THIS EVENT:

ADULT: \$ _____

STUDENT: \$ _____

PLEASE INDICATE BELOW IF YOU NEED TO USE:

- ___ TICKETBOOTH
- ___ STAGE LIGHTING
- ___ THEATRE OFFICE
- ___ DRESSING ROOM
- ___ CONFERENCE ROOM
- ___ RECEPTION ROOM
- ___ LOBBY
- ___ PIANO
- ___ SOUND SYSTEM
- ___ MARQUEE SIGN

DATE OF EVENT: _____

TIME: OPEN RITZ _____ AM/PM

PERFORMANCE _____ AM/PM

CLOSE RITZ _____ AM/PM

Please allot time for decorating and clean-up. Any changes or modification to open/close times must be requested 7 days before the event.

Will the Ritz be used for Rehearsals? _____

How Many? _____

REHEARSAL DATES: _____

Attach another sheet of paper to list dates if need be.

TIME: OPEN RITZ _____ AM/PM

CLOSE RITZ _____ AM/PM

To read: _____

FOR OFFICE USE ONLY

DATE RECEIVED _____ BY _____ AGREEMENT SIGNED _____

(ORGANIZATION MAKING REQUEST IS:) _____ CIVIC _____ COMMERCIAL/PROFESSIONAL

NO. OF DAYS REHEARSAL _____ NO. OF DAYS PERFORMANCE _____

TOTAL NO. OF DAYS THEATRE IS TO BE USED _____

FEES DUE:

RENTAL _____

REHEARSAL _____

CLEAN-UP _____

TOTAL _____

PAYMENTS: Deposit \$50.00 date: _____

<less \$50.00 deposit>

SURCHARGE:

TOTAL AMOUNT COLLECTED IN TICKET SALES: _____

TOTAL SURCHARGE DUE = \$ _____

25% UNDER \$5.00 / 20% FOR \$5.00 AND OVER

DATE PAID: _____