

# THEATRE at SPARHAWK SCHOOL

## Facility Rental Application Form

196 Main Street, Amesbury, MA 01913

T: 978.388.5354

F: 978.499.4303

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Request use of (please check all that apply):

- STAGE       THEATRE       BAR AREA       BACKSTAGE
- TICKET BOOTH       OTHER: \_\_\_\_\_
- LIGHTING       SOUND:
- Full stage (white) \_\_\_\_\_      Red Spotlight \_\_\_\_\_      Hand-held Mics (up to 3) \_\_\_\_\_
- Stage Right Lighting \_\_\_\_\_      White Spotlight \_\_\_\_\_      Hanging Mics (up to 4) \_\_\_\_\_
- Stage Left Lighting \_\_\_\_\_      (not a follow-spot) \_\_\_\_\_
- Blue Spotlight \_\_\_\_\_

Special Requests (please check all that apply):

- Folding Tables      Quantity: \_\_\_\_\_       Taller (Circular) Tables      Quantity: \_\_\_\_\_
- Chairs      Quantity: \_\_\_\_\_       Other: \_\_\_\_\_

Purpose of Use (please use space below to describe how you would like to use this facility):

DATE(S) OF USE: \_\_\_\_\_

DAYS OF THE WEEK: \_\_\_\_\_

HOURS OF USE (including rehearsals): \_\_\_\_\_

EVENT HOUR(S) AND DATE(S): \_\_\_\_\_

Is the event open to the public (please check)?       YES       NO

Cost of Admission: \$ \_\_\_\_\_

OFFICE USE ONLY:

Approved       Rejected

Custodial Charge: \$ \_\_\_\_\_

Date Submitted: \_\_\_\_\_

House Manager: \$ \_\_\_\_\_

Date Payment Due: \_\_\_\_\_

Light/Sound Manager: \$ \_\_\_\_\_

Date Billed: \_\_\_\_\_

Facility Rental Charge: \$ \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Lighting Charge: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

Staff Initials: \_\_\_\_\_