

RTR - HISTORIC SIDNEY THEATRE - USAGE REQUEST FORM - PART 1

A. APPLICANT INFORMATION

Name (organization):

Check one: Individual Partnership Corporation Association Other (specify)

Is your organization a 501 c 3 Charitable Non-Profit? Yes No, if yes EIN:

Address:

City: State: Zip Code:

B. INDIVIDUAL/ORGANIZATION SIGNING AGREEMENT

Name: Title:

Phone: E-mail: Other:

C. NAME/ DESCRIPTION OF PLANNED EVENT

Name of event:

Type of event: Concert Film Meeting Speaker Stage Play/Musical/Dance

Other (specify)

D. DATES INTERESTED IN RENTING:

First Choice: Second Choice: Third Choice:

E. ADDITIONAL QUESTIONS - PLEASE ATTACH ADDITIONAL SHEET IF NECESSARY:

- How many attendees do you estimate will be at your event?
- Do you anticipate security needs?
- Will you be handling your own ticket sales & promotions?
(please describe)
- Are you selling tickets to the event, if so, please attach details of prices, ticket sales locations, etc...
- Do you wish to sell merchandise? Do you wish to take photographs or video in the theatre?
- Do you wish to have us advertise your event on: The Marquee: Website: Poster Case: Other:
- Will you have printed programs? Will you have volunteers handing out programs?
- Is this event to raise money for another organization or cause? For:
- In not a 501c3 organization, do you have a vendors license to sell tickets and collect sales tax if required by law?
- Do you have liability insurance (personal, or business)?
- Do you have licenses with the appropriate licensing authorities to: perform/play music perform musical/play other
licenses with:
- How many people are (estimate now is fine) in show? performers backstage crew
 front of house crew (greeters, house manager, box office, ushers, runners, etc.)
 sound & light crew (spot operators, sound/light board operators, etc.) other
(specify)
- Do you wish to have food in the building (beyond what is sold at the concession stand)? or alcohol?

F. IMPORTANT INFORMATION ABOUT SCHEDULING

- In order to request usage of the Historic Sidney Theatre, please complete this form and return three or more months prior to beginning date to Raise the Roof for the Arts, P.O. Box 484, Sidney, OH 45365, email: office@sidneytheatre.com, or call 937-498-1921 to arrange to drop off.
- This form does not HOLD a date.
- Please fill out a form for each event.
- RTR may contact you for further details of your request, including additional forms to be filled out.
- RTR will review the request and respond as soon as possible.
- The date(s) are held once a signed USAGE AGREEMENT is completed and a deposit is made.

DATE:

RTR - HISTORIC SIDNEY THEATRE - DETAIL DATES & TIMES NEEDED - PART 2

A. PRIMARY CONTACT INFORMATION

Name (organization) and primary contact for this event:

E-mail: Cell: Title:

B. TOTAL RENTAL PERIOD (DATES):

		FROM (Day/Date):	TO (Day/Date):	Time FROM:	Time TO:
Setup Date(s)	(first choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(second choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(third choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Event/performance Date(s)	(first choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(second choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(third choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Removal/Strike Date(s)	(first choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(second choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(third choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rehearsal Date(s)	(first choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(second choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(third choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Date(s)	(first choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(second choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(third choice)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. LOGISTICAL QUESTIONS

Will you provide someone to remove your trash daily? Do you require a key for your use?

Will you, your group, visitors, volunteers agree to the RTR policies/procedures and the terms of the Rental Agreement?

Do you have any special needs or requests?

BUILDING EQUIPMENT: Much of the equipment in the theatre belongs to different charitable groups. Usage of equipment by all renters/groups is not automatic and is subject to certain guidelines/permissions/fees. In some cases a paid staff person will need to be added to accommodate the rental agreement.

- We want RTR/HST to provide someone to (additional fees will apply):

set and run the lights set and run the sound operate followspot (s) load-in/load-out assistance
 set up/tear down folding chairs setup marquee remove trash greet/usher/sell tickets backstage crew
 setup and run projector

- We want to provide our own volunteer/paid staff to (additional fees may apply, subject to approval by RTR):

set and run the lights set and run the sound operate followspot (s) load-in/load-out assistance
 set up/tear down folding chairs setup marquee remove trash greet/usher/sell tickets backstage crew
 setup and run projector

ADDITIONAL COMMENTS

DATE: