

REQUEST FOR INFORMATION (to rent Auburn School District Theatres)

In order to compute the theatre rental charges and send the contract to you for signatures, we first need all the following particulars—

- **New clients must provide (2-3) references—Names, contact numbers, and venues that you have rented before:**
 1. _____
 2. _____
 3. _____

- **Which theatre are you interested in renting:** _____ **Date(s):** _____
 - Auburn Performing Arts Center (APAC-935 seats)
 - Auburn Riverside Theatre (ART-400 seats)
 - Theatre @ Auburn Mountainview (TAM-400 seats)

- **For profit group** ___ **Non-profit** ___ **(Must provide 501c3 status and business address)**

- **Show Name** _____

- **Name of person(s) / organization using facility** _____

- **Name of main person in charge** _____
 - **Phone # (s)** _____
 - **Email address(s)** _____

- **Address (where to send the contract, rental information, and the final labor invoice)** _____

- **Exact/earliest time needed to access theatre for set-up, rehearsal, sound checks etc. (each day)**

- **Exact SHOW/START TIMES** _____

- **Latest time everyone (talent & audience) can be completely loaded and out the door**

- **Extra rooms needed? Yes** ___ **No** ___ **If yes how many?** _____

- **Intermission? Yes** ___ **No** ___ **If yes how long?** _____

- **Expected audience #** _____ **Number of Performers** _____

- **Lobby Concessions? Yes** ___ **No** ___ **(Coffee, tea, light snacks only. Must check with manager for items that may not be allowed)**

- **Lobby Sales?** (.i.e. gift tables, promotional merchandise, flowers, etc.) _____

- **Ticketing Agency** _____ **Seating: Reserved** ___ **Festival** **Admission fee \$** _____

TECHNICAL RIDER: (A list of all audio/visual needs, light/sound plots, staging, special equipment requests, & front of house/lobby requirements must be provided before contract can be finalized.)

Best guess for now— i.e., piano, power point, DVDs, # microphones, platform/ choral risers, etc.

(A Pre-Production meeting will be scheduled with the Theatre Director & TD to confirm/finalize your needs)