

Secrest Auditorium Rental Information Form

To provide you with the best possible service, the following information is required with a deposit of \$400.00 for EACH date requested. The deposit is NON-REFUNDABLE, but will be applied to the rental fee.

Name of event: _____

Contact person: _____

Company or group: _____

Mailing address: _____

City, State, Zip: _____

Daytime phone: _____ Fax number: _____

Email: _____

Date of event: _____ Time of event: _____ Doors Open: _____

Load in date & time: _____ Load out date & time: _____

Request a load in crew (Y/N): _____ If yes, how many people: _____

*Please note, these individuals will create labor charges at \$15 per person, per hour.

Set up dates & times: _____

Rehearsal dates & times: _____

Brief description of event to be placed on our website: _____

Estimated number of attendance: _____

Circle all areas that will be needed for this event:

Auditorium area Stage usage only Theater lobby only Lower lobby area

Lower level area Kitchen area Classroom area Red room area

Circle all items that will be needed for this event:

Tables Ramp Chairs Podium Microphones

Thrust Piano Platforms Others not listed: _____

Please describe all items needed (total chairs, tables, etc) _____

Please note: Charts/Diagrams showing the desired set up of all areas for your event must be provided at least TWO WEEKS PRIOR to your arrival.

Technical Assistance

Please circle the following Secrest items that will be used for your production:

Lights Sound System Spotlight(s) Screen

List names and telephone numbers of the company providing sound, lighting, and/or other technical services if you are not using the staff at Secrest. _____

*** Note that stage technicians to operate lights, sound and stage are labor charges billed at \$15 per person, per hour. At least one stage technician is required to be present at all rehearsals and performances.**

***Notice: Please provide a copy of your technical requirements and a stage plot. Without the required technical information, Secrest will not provide access to any stage equipment.**

*Please note water only is permitted in the auditorium and main lobby area. Concessions are permitted in the basement.

Parking Requests and Requirements: _____

Please return this form with a deposit of \$400 *payable to City of Zanesville* for EACH DATE reserved to: Secrest Auditorium, 334 Shinnick Street, Zanesville, Ohio 43701. If you have any questions please contact Secrest Auditorium at (740) 454-6851.