

## Secret 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 Secret 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 Secret.** \_\_\_\_\_

\_\_\_\_\_

**\* 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, Secret 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: Secret Auditorium, 334 Shinnick Street, Zanesville, Ohio 43701. If you have any questions please contact Secret Auditorium at (740) 454-6851.