



## Santa Cruz County Actors' Theatre Event Request

### Name of Event Requester\*

First

Last

Email\*

### Event Specifics

#### Event Title\*

Event Date\*

Arrival Time\*

Event Start Time\*

Ending Time\*

Does this event include more than one performance date or time?

Yes

NO

#### Rehearsals In Venue

Please enter the date(s), arrival time(s), and start/end time(s) for all rehearsals in the venue.

#### Technical Requirements

Please list specific tech needs here.

#### Additional Request

Please list any additional requests here.

#### Event Description\*

Please give a brief description of your event.

## Event Request

### **Theatre Use Policies**

- Actors' Theatre reserves the right to turn down any rental request that we suspect may be detrimental to the building, staff or reputation of Actors' Theatre.
- No events may be advertised to the public or have tickets placed on sale, until the event is officially confirmed by Actors' Theatre's staff.
- Venue capacity may not be exceeded at any time. No "standing room" allowed. Theater capacity 88 seats plus 1 wheelchair space.
- No food or drink is allowed in the Theatre aside from bottled water.
- Refreshments are allowed in the lobby.
- All technical requirements and needs must be clearly communicated to the Theater staff no less than one week in advance of the performance date.
- Theatrical and technical equipment may only be operated by qualified personnel.
- Videographers and photographers may not occupy wheelchair seating space or exit paths at any time during a performance.
- No open flame allowed.
- Any cost to repair damage caused to theatrical equipment due to negligence on the part of the event producer, the producer's staff, or performers will be billed back to the event producer.
- Actors' Theater is a smoke free, drug and alcohol free space. As such, event producers are asked to communicate this policy to all production personnel.

### **Theatre Use Policy Agreement**

I have read and understood the above Theatre Use Policies.