

# **BOOTH AMPHITHEATRE RENTAL APPLICATION**

In an effort to help us better serve your event needs; please fill out the questionnaire below. Once complete please email to Becky Colwell bcolwell@rprk.com or info@rprk.com.

Once we receive your application, we will determine if date for event is available and a meeting will be established to review event needs. **Please indicate that you have reviewed the Venue Rental Rider before proceeding with the rental application by utilizing the checklist below.**

- ❖ Name of Organization Hosting Event: \_\_\_\_\_
- ❖ Address: \_\_\_\_\_
- ❖ Contact Name: \_\_\_\_\_
- ❖ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
- ❖ Is your organization 501-c3? \_\_\_\_\_ If yes please provide a copy of your certification with your application.
  
- ❖ Name and detailed description of proposed event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- ❖ Date of Proposed Event: \_\_\_\_\_
  
- ❖ Is this event private or open to the public? \_\_\_\_\_ Will your event require tickets to attend? \_\_\_\_\_
  
- ❖ Event Times (Please include set-up/tear down times required for your event):  
\_\_\_\_\_
  
- ❖ Number of expected attendance: \_\_\_\_\_
  
- ❖ What areas of the venue are you interested in renting? Please check one.  
**The Crescent** \_\_\_\_\_ **Backstage Patio** \_\_\_\_\_ **The Amphitheatre** \_\_\_\_\_
  
- ❖ Have you hosted this event before? \_\_\_\_ If yes, where and when was the event held?  
\_\_\_\_\_  
\_\_\_\_\_
  
- ❖ Please provide three (3) business references of venues where you have hosted events in the past. Include venue name, operator name, phone number and email address.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please allow venue management 3-5 business days to assess your rental needs. For additional questions please call (919) 462-2025.

Thank You!

## **VENUE RIDER CHECKLIST**

Please check each line item below indicating that you have read and agree to the information outlined in the venue rider.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

- \_\_\_\_\_ Reserving Amphitheatre Dates
- \_\_\_\_\_ Amphitheatre Rental Areas, Rates and Days/Hours of Operation
- \_\_\_\_\_ Itemized list of rental items and costs
- \_\_\_\_\_ Catering and Concessions policy
- \_\_\_\_\_ Rental Deposit Policy
- \_\_\_\_\_ Box Office Policies and Procedures
- \_\_\_\_\_ Stage Production Policies and Staffing
- \_\_\_\_\_ Event Staff Requirements
- \_\_\_\_\_ Insurance Requirements
- \_\_\_\_\_ Merchandise Policies
- \_\_\_\_\_ Advertising and Venue Signage Policies
- \_\_\_\_\_ Venue Sound Policy