

# 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 [info@rprk.com](mailto: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:

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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):

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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?

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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.

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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
- \_\_\_\_\_ 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