

**Tinora Performance Arts Center
Rental Agreement**

I have read and understand the Tinora Performance Arts Administrative Guidelines

(Please initial) _____

Renter: _____ Requested Space: _____

Application Date: _____ Classification: _____ Fee: _____

Date(s) of the event: _____ Approx. number of attendees (if applicable) _____

Specific hours the Tinora Performing Arts Center is needed: From _____ To: _____

Purpose of Event: _____

Contact Information: Name: _____

Address: _____

City: _____ State&Zip Code _____

Email Address: _____

Cell Phone: _____

Concessions Area Needed: _____ Yes _____ No (Flat Fee of \$20)

If renting full auditorium, which areas, beyond stage and seating area, will you be using:

(For security purposes. Check all that apply)

_____ Dressing & Make-up Rooms _____ Green Room _____ Scene Shop

Additional charges for Tech beyond basic provided: (Check those that apply)

_____ Audio Technical Director \$40 per hour

_____ Lighting Technical Director \$40 per hour

Audio and Lighting Directors provided by rentee must be approved.

_____ Stage Hands Needed \$15 per hour

Rental and Fee Requirements: (3 Hour Minimum) 10% Deposit will be required when agreement is signed. Cancellations must be made 2 weeks prior to the event. Rentees will receive deposit back if cancellation is before the 2 week deadline. If cancellation is after a 2 week deadline full payment will be required. Cancellations due to inclement weather or other unforeseen circumstances will be negotiated with the District.

Signatures:

Rentee

District