

# ATHENS THEATRE

## Rental REQUEST FORM

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date of Function \_\_\_\_\_ Time \_\_\_\_\_

Type of Function \_\_\_\_\_

Expected Attendance \_\_\_\_\_

### FACILITY NEEDS

Orchestra Level Only \_\_\_\_\_ Balcony Level \_\_\_\_\_

Box Office \_\_\_\_\_ Concession Stand \_\_\_\_\_ Dressing Rooms \_\_\_\_\_

### EQUIPMENT NEEDS

\_\_\_\_\_ podium      \_\_\_\_\_ theatrical lighting      \_\_\_\_\_ theatrical sound  
\_\_\_\_\_ rigging      \_\_\_\_\_ full movie projection      \_\_\_\_\_ PowerPoint projection  
\_\_\_\_\_ DVD player      \_\_\_\_\_ VHS player      \_\_\_\_\_ CD player  
\_\_\_\_\_ Grand piano \*      \_\_\_\_\_ Digital Allen Organ \*

List any special requirements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Additional fees will be required.

\*\* The submission of this form does not guarantee your rental of the facility. Only after the confirmation of availability of dates, acceptance of liability insurance, and the issuance of a Theatre Rental agreement and a paid deposit, will your rental be guaranteed.