



P.O. Box 756
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BOOKING REQUEST

Organization Requesting Use

Name of Event

Type of Event (see Rates & Requirements sheet for definition of Public and Private)

PUBLIC

- Theatrical Performance (such as play, dance recital, lip sync)
- Concert (live band, karaoke, dj)
- Film
- Awards ceremony
- Lecture, Seminar, Symposium, Business Meeting
- Political Meeting
- Party (dinner/dance, fundraiser)
- Other _____

PRIVATE

- Film
- Awards ceremony
- Lecture, Seminar, Symposium, Business Meeting
- Political Meeting
- Party (wedding, prom, reunion, retirement, dinner/dance)
- Memorial Service
- Other _____

50 Word Promotional Description of Event (if open to the public)

This will be used on theatre's web site

Dates and times of event

Day: _____ Date: _____

Start Time: _____ Estimated End Time: _____

Day: _____ Date: _____

Start Time: _____ Estimated End Time: _____

Dates and times of rehearsals

Dates, times and type of any additional use such as auditions or reception

Desired load-in date and time

Number of People in renting party (performers, speakers, support people)

Age Appropriateness

If public is invited to event, please choose one:

- All ages
- 18 years and over
- 21 years and over
- Other: _____

Tickets

1. NO TICKETS REQUIRED _____

2. TICKETS REQUIRED _____

Note: Theatre cannot combine open seating with reserved seating. You must choose one or the other.

• **EITHER:**

Open seating –one price Ticket price: \$ _____

Open seating – two prices Advance ticket price \$ _____
At the door ticket price \$ _____

Renter will sell tickets (possible ONLY with open seating choice)
 # of tickets requested

• **OR:**

Reserved seating Ticket level 1 price: \$ _____
Ticket level 2 price: \$ _____
Ticket level 3 price: \$ _____

Concessions

Renter will provide & run concessions & retain gross sales. Theatre charges \$50 fee.
Renter responsible for obtaining ABC and Lakeport Police Dept. permits and observing ABC rules & regulations, in particular regarding over-serving, no consumption of alcohol by servers while on duty and amount of time before an event that server is not allowed to consume alcohol

Theatre will provide & run concessions & retain gross sales

Seating Configuration

- Full Theatre style (All Chairs; no tables; no more than 2 stage extensions). Total seats: 295
- Full Theatre style -- With Three Stage Extensions (All chairs; no tables) Total seats: 265
- Night club style; NO dance floor (rectangular tables with chairs in lower section; chairs only in upper) Total seats: 245
- Night club style WITH DANCE floor. Total seats: 229
- Other _____

Note: All seating counts include 3 wheelchair seats with companion seat.

All seating counts include 12 seats reserved by Theatre for staff & promotional purposes

Stage Configuration

- Standard (enough room for average sized band or for a panel of presenters)
- One Extension; moves stage out into audience an additional 4 feet
- Two Extensions; moves stage out an additional 8 feet
- Three Extensions (enough room for dance presentation)
- Include special flooring for dance performers
- Other _____

Stage Lighting Requirements

Stage Sound Requirements

Audio Visual Projection Requirements (film, slide show)

Special equipment requested from theatre

_____ Display tables _____ Podium _____ Piano (subject to theatre approval)

Special sound equipment requested (in addition to standard equipment already in-house)

Staffing Needs

TICKET TAKERS: Theatre to supply _____ Renter to supply _____

USHERS: Theatre to supply _____ Renter to supply _____

Notes:

1. There is no extra charge for theatre-supplied staff.
2. If you are supplying your own ticket takers, a theatre manager will oversee and assist with training on the day of your event.
3. If you are providing your own ushers, theatre will provide two lead ushers for training & general assistance
4. If you are running your own concessions you will be expected to supply your own staff.

Other requests

Renter Information

Contact name _____

Street Address _____

City & Zip Code _____

Phone _____ Email _____

Today's Date _____