



P.O. Box 756
275 So. Main Street
Lakeport, CA 95453
707-263-0577

info@soperreesetheatre.com
www.soperreesetheatre.com

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 stage extensions). Total seats: 295
- Full Theatre style -- WITH 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 toward audience by an additional 4 feet
- Two Extensions; an additional 8 feet total
- Three Extensions; an additional 12 feet total
- 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 (at no extra charge)

_____ Ticket Takers _____ Ushers (for reserved seating events)

Other requests

Renter Information

Contact name _____

Street Address _____

City & Zip Code _____

Phone _____ Email _____

Today's Date _____