

Signatures below represent acknowledgement of full responsibility for the Safety and Behavior of all those using the reserved/rented space & spectators, as well as compliance with all relevant College policies and procedures. **THERE MUST BE 1 PERSON SUPERVISING FOR EVERY 30 PEOPLE IN THE THEATRE COMPLEX. (\* are required fields)**

**ALL GUESTS  
MUST BE  
out of the building  
BY 22:00**

\* PERSON IN CHARGE: \_\_\_\_\_ \* TELEPHONE: \_\_\_\_\_

\* EVENT / ACTIVITY: \_\_\_\_\_ \* EMAIL: \_\_\_\_\_

Date	Set-Up	Set-Up Time	Reason	Time of Event	Take-Down (date & time)
	<input type="radio"/> Yes <input type="radio"/> No				
	<input type="radio"/> Yes <input type="radio"/> No				
	<input type="radio"/> Yes <input type="radio"/> No				
	<input type="radio"/> Yes <input type="radio"/> No				

\* SPECIAL REQUIREMENTS (AV, PODIUM....ETC); please submit a P&F service request online:  Yes  No

\* SUPERVISOR(S) (teachers, stage managers,...):

If a technician is required (please provide a budget code or invoice number (house technician \$40/hr):

\* SECURITY IS OBLIGATORY (Was a P&F service request submitted online?):  Yes  No

(for external rentals, provide a budget code or invoice number (4hr min - \$35/hr):

RECEPTION (catering, when alcohol is served a liquor license is required) Please specify:

CLEAN UP (yes/no) TIME:

ROOMS REQUIRED: _____	3T.03	<input type="checkbox"/>
AUDIENCE SEATING	3T.01	<input type="checkbox"/>
CONTROL ROOM	3T.01-1	<input type="checkbox"/>
DRESSING ROOMS	2T.04-1/-3/-4	<input type="checkbox"/>
GREEN ROOM	H2.T-206	<input type="checkbox"/>
LOBBY (FRONT ENTRANCE)	H2.T-208	<input type="checkbox"/>

SECURITY AND CLEANING WILL BE ASSESSED BY PLANT & FACILITIES AND CHARGED TO YOUR BUDGET CODE OR INVOICE NUMBER.

CHAIR PERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**A WORK ORDER DELIVERED TO PLANT AND FACILITIES MUST BE COMPLETED FOR ANY TYPE OF EVENT OR ACTIVITY THAT REQUIRES TECHNICAL ASSISTANCE, SET-UP AND TAKE DOWN, AND/OR SECURITY. PLEASE ATTACH A COPY OF THE WORK ORDER TO THIS RESERVATION FORM.**

**NO FOOD OR DRINK ALLOWED IN THE THEATRE AT ANY TIME**