



P.O. Box 756
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BOOKING REQUEST

**This form is a request only, not a confirmation.
Please review the Rates & Requirements Sheet before filling out the form.**

Organization requesting use

Name of event

Presented by

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

This will be used on theatre's website when event is open to the public

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

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: \$ _____

RENTER PERSONNEL NEEDING SEATS IN AUDIENCE

Theatre must assign these seats in advance and they are for your exclusive use. Please do not direct your personnel to occupy seats that have been reserved for theatre volunteers.

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 must 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

___ We will require the services of the theatre's lighting technician.

___ We will supply our own lighting technician. Subject to theatre approval in advance.
Name of technician _____

___ Standard stage lighting needs

___ Special stage lighting needs _____

Stage sound requirements

___ We will require the services of the theatre's sound technician.

___ We will supply our own sound technician. Subject to theatre approval in advance.
Name of technician _____

Stage sound needs (number and placement of microphones, monitors, etc.)

Audio visual projection requirements

Provide technical details such as format (examples: DVD, Microsoft PowerPoint) and method of linking to theatre projector (examples: thumb drive, wifi, laptop)

● **Concessions**

_____ Theatre will provide & run concessions & retain gross sales.
This option is provided dependent on availability of theatre staff

_____ Renter will provide & run concessions & retain gross sales. Theatre charges \$50 fee.
Renter is responsible for obtaining State ABC, Lakeport Police Dept. and Lake County Health Dept. permits. All alcohol servers must pass the ABC Responsible Beverage Server test and provide a copy of the certificate to the Theatre.

● If alcohol will be served by renter:

— There must be a state certified California ABC server on site at all times. This server must pass the Responsible Beverage Server test and provide a copy of the certificate to the Theatre. More information on this certificate is available at

<https://www.abc.ca.gov/education/rbs/>

— Renter must apply for an ABC permit to serve on the day(s) of the event. Permit must be displayed in-house on day(s) of event. This application is available from <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>.

— ABC application must be accompanied by a Lakeport Police Department alcohol permit. Information on how to apply is at <http://www.lakeportpolice.org>. Click on “police alcohol permits.”

— Both the ABC and Police Department applications will require theatre management signature

● If food will be served by the renter:

Renter is required to apply for a “Temporary Food Facility” permit from the Lake County Health Department. Form available online at

<https://www.lakecountycalifornia.gov/DocumentCenter/View/1157/Vendor-Permit-Application-PDF>

Special equipment requested from theatre

_____ Display tables How many _____ Where (ie, on stage, in lobby) _____

_____ Podium

_____ Piano (subject to theatre approval; additional charge of \$85 per day)

Staffing needs provided by theatre personnel (at no extra charge)

_____ Ticket Takers _____ Ushers (available for reserved seating events only)

Other requests

Renter information

Contact name _____

Street Address _____

City & Zip Code _____

Phone _____ Email _____

Today's Date _____