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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 if 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**

Date: _____ Time: _____

- **Desired load OUT date and time**

Date: _____ 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 \$ _____

- **OR:**

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

NUMBER OF 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 15 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

___ Other _____

● **Stage lighting requirements**

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

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

___ Standard stage lighting needs **OR**

___ Special stage lighting needs _____

● **Stage sound requirements**

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

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

● **Stage sound equipment 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**

_____ No concessions

OR

_____ 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

- **If necessary, the following staffing can be provided by theatre (at no extra charge)**

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

- **Other requests**

- **Renter information**

Contact name _____

Name of official organization _____

Street Address _____

City & Zip Code _____

Phone _____ Email _____

Today's Date _____

Revised 06-2025