



# Booking Request Questionnaire

We look forward to quoting your event and preparing the necessary paperwork to rent the facility. In order to begin the process, we need to understand more about your organization and the event that we will be hosting. Please complete the following:

## References

*New clients must provide two references from other facilities where rental has occurred previously.*

### Reference One

Venue Name: \_\_\_\_\_  
 Venue Contact: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

### Reference Two

Venue Name: \_\_\_\_\_  
 Venue Contact: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

## Organization Details

Organization or Person Requesting: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_

Non-profit:  *Proof of Washington State non-profit or 501(c)3 status must be provided to receive the discounted rate.*

Event Contact: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Event Details

Event Name: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_  
 Arrival Time(s): \_\_\_\_\_ Departure Time(s): \_\_\_\_\_  
 Show(s) Start Time: \_\_\_\_\_ Show Length: \_\_\_\_\_  
 Intermission:  Duration: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_ Number of Performers: \_\_\_\_\_

## Front-of-house

Lobby Concessions:  Please Describe: \_\_\_\_\_  
*Coffee, tea, and light snacks only. All concession items must have prior approval from the theater manager.*

Lobby Sales:  Please Describe: \_\_\_\_\_

Ticketing Agency: \_\_\_\_\_ Ticket Price(s): \_\_\_\_\_

Reserved Seating:  General Admission:

## Technical Needs

*Please include as many details as possible. These should include any audio, video, lighting, rigging, staging or special equipment requests (e.g. Piano, PowerPoint, DVD, Choral Risers, etc.). While we realize not all of this may be finalized, the more we can anticipate, the better we can serve your needs. Please attach additional pages if necessary.*

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