



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: _____
Event Date(s): _____

Reference Two

Venue Name: _____
Venue Contact: _____
Contact Phone: _____
Event Date(s): _____

Organization Details

Organization or Person Requesting: _____
Contact Phone: _____ Non-profit: *Proof of Washington State non-profit or 501(c)3 status must be provided to receive the discounted rate.*
Contact Email: _____ UBI or EIN: _____
Billing Address: _____ City: _____ State: _____ Zip Code: _____
Day-of Contact: _____ Day-of Phone: _____

Event Details

Event Name: _____
Event Website: _____
Date(s) Requested: _____
Arrival Time(s): _____ Departure Time(s): _____
Lobby Open At: _____ House Open At: _____
Show Time(s): _____ Show Length: _____
Intermission: Duration: _____ Anticipated Attendance: _____ Number of Performers: _____

Please note that staff must take a 30-minute break every four hours. Please ensure you are planning your show time(s) and rehearsals appropriately. If you have questions, please speak with the theater manager to review potential times.

If your event has multiple dates with rehearsals and shows, it may be necessary and easier to attach the detailed schedule for each day.



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Technical Requirements

Please answer the following questions about the technical needs for your event and provide any additional information in the space provided or attach additional information. This should include any audio, video, lighting, rigging, staging or special equipment requests (e.g. Piano, PowerPoint, Microphones, Choral Risers, etc.)

If you have a technical rider, you may skip this section only if the rider contains ALL of the technical needs for the event.

Audio Playback: Audio Source: _____

Video Projection: Video Source: _____

Microphone(s): Purpose: _____

Instrument Rental: Grand Piano: Shells & Clouds:

A variety of instruments are available to rent from the Renton High School Music Department. This includes, but not limited to: Timpani, Bass Drum, Marimba, etc. All rental fees are given directly to the music department.

Specific Lighting Notes:

Gobo Requests: Catalog Numbers: _____

The performing arts center has a large library of Gobos that can be available for your production. For a complete listing download the catalog: [Gobo Catalog](#)

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:

Important: Submit this completed questionnaire to ripac.info@rentonschools.us for review and consideration. Bookings are not confirmed until we have a signed contract, deposit, & certificate of insurance. While we may place a hold on a date, it is not guaranteed until confirmed and all holds expire on August 31st of each year.