

# Rental Application

## South Portland Auditorium

Name of Applicant/Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Tax ID or SSN \_\_\_\_\_  
 Person in Charge of Event \_\_\_\_\_ Position \_\_\_\_\_  
 Email address: \_\_\_\_\_

Day Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Setup \_\_\_\_\_ Time of Take Down \_\_\_\_\_

Time of Event \_\_\_\_\_ to \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of Participants \_\_\_\_\_ Number of Supervisors on Hand \_\_\_\_\_

Number of Attendee's \_\_\_\_\_

Will Food be Served At Intermission? \_\_\_\_\_ If yes, by Whom? \_\_\_\_\_

Liability Insurance Company \_\_\_\_\_

Insurance Policy/Certificate Number \_\_\_\_\_

Please check expected use of the following:		
Auditorium	<i>Profit    Non Profit</i>	
House Manager	<i>\$20 per hour</i>	
Stage Lights		
FollowSpots	<i>\$45 each</i>	
<b>Sound System</b>	<i>\$25 per hour</i>	
Microphones	# _____	with Stands
Piano Rental	<b>\$200</b>	
Piano Tuning	<i>\$150 Tuning</i>	
Choral Risers and Shell	<i>\$150                      sections</i>	
Technician	<i>hrs @ \$25 per hour</i>	
Custodian	<i>hrs @\$25 per hour \$35/hr Sunday</i>	
Firefighter	<i>\$144.00min.(required 150+) or 4+ hrs@\$36/hr</i>	
Security	<i>\$169.92 min.(required 150+) or 4+ hrs@\$42.48/hr</i>	
Audio/Visual Equipment Rental	<i>Describe needs/ additional fees may apply</i>	
<b>Stage Extras</b>		
Podium		
Music Stands	# _____	
Concert chairs	# _____	
BOX OFFICE		YES    NO
Dressing Rooms	<i>1    or    2</i>	
Multi-Purpose/Green Room	<i>Yes    No</i>	
Workshop/Set Storage	<i>Yes    No</i>	
<b>Cafeteria</b>		
	# Tables _____	
	# of Chairs _____	
<b>EVENT TOTAL</b>		<b>\$ -</b>
<b>Please return this form with the \$200 Security Deposit.</b>		<b>DEP \$ 200.00</b>
<b>and Certificate of Insurance Binder</b>		<b>Total Due</b>

Full payment for facilities rental and/or services, in an amount estimated to the total cost, is expected two weeks before usage.

I, as the renter/user understand that my signature below indicates my full understanding and agreement to comply with and insure that all guidelines and policies are abided by and met.

I also understand that payment for facilities rental and/or services, in an amount estimated to the total Cost, is expected Two weeks before the event unless other arrangements have been made.

Overpayment will be refunded/underpayment will be billed after the event.

**Please mail payment (made payable to SOUTH PORTLAND AUDITORIUM) along with a copy of this form to John York, South Portland Auditorium, 637 Highland Ave. South Portland Me. 04106.**

**Please call (207) 767-3266 ext 232 if there are any questions, or Email :auditorium@spsd.org**

**Renter/user is responsible for posting people at auditorium entrances before the show and during any intermission to keep food and beverages out of the auditorium.**

**There is no smoking allowed on school premises, inside or outside of the building.**

All applicants must be received by the auditorium manager at least two weeks before first scheduled use along with payment made payable to South Portland Auditorium.

Application is not complete unless all questions are completed and insurance certificate has been provided. Outside groups will receive security deposit back if no damage or missing items.

**I have approved this use of the South Portland Auditorium**

\_\_\_\_\_  
Signature of Auditorium Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature of Renter

\_\_\_\_\_  
Date

### **Please Diagram Desired Stage Setup**

*Dressing rooms, storage  
Rear of Stage*

*Audience*

**Special Technical Requests:**