



❁ PEROT THEATRE ❁

Application Form

Application for use of the Perot Theatre by:

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE ZIP: _____

WEB ADDRESS: _____

PRIMARY CONTACT: _____ EMAIL: _____

BUSINESS PHONE: _____ FAX: _____

CONTACT PHONE: _____ CELL: _____

ALTERNATE CONTACT: _____ EMAIL: _____

CONTACT PHONE: _____ CELL: _____

TITLE OF EVENT: _____

FAMILY FRIENDLY: Is the performance suitable for all members of a family? YES NO

GENERAL RENTAL FEES FOR USE OF THE PEROT THEATRE

Commercial Organization Or Not-For-Profit presenting Touring Production Performance Rate	Not-For-Profit presenting Local Production Requires Theatre Director's Approval Performance Rate
6 Hour time block (minimum) \$1500.00	6 Hour time block (minimum) \$750.00
Additional time up to 8 Hours \$50.00/Hr	Additional time up to 8 Hours\$50.00/Hr
Additional time up to 10 Hours \$75.00/Hr	Additional time up to 10 Hours\$75.00/Hr
Additional time up to 12 Hours \$100.00/Hr	Additional time up to 12 Hours\$100.00/Hr
Over 12 Hours..... \$150.00/Hr	Over 12 Hours.....\$150.00/Hr

Worklight Rehearsal Rate, no-one in auditorium, up to 6 Hours.....\$50.00/Hr
 Worklight Rehearsal, no-one in auditorium, over 6 Hours.....\$75.00/Hr
 Rehearsal using sound system and/or lighting system.....Performance rate applies

In addition to fees above a \$2.00 per ticket Theatre Restoration Fee will be charged to all patrons who receive tickets to an event at the Perot Theatre regardless of ticket price. Lessee will be charged \$2.00 per ticket Theatre Restoration Fee for any tickets checked out to Lessee. All monies derived from the Theatre Restoration Fee will be held in a separate account and used exclusively for the continued maintenance of the Perot Theatre.

RENTAL DATE(S), TIME(S) AND FEES

DATE	ARRIVE	DEPART	HOURS	USAGE	FEE
Rent Total:					



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Rent (from previous page)	
Blank Thermal Ticket Stock:	40.00
Grand Piano Rental:	
Total Amount To City of Texarkana, TX	

Extended Box Office Hours (Other than 10:00-5:00 M-F)				
Date:	Open:	Close:	Hours:	
Date:	Open:	Close:	Hours:	

Security Request					
Date:	Num:	Arr:	Dep:	Hrs:	
Date:	Num:	Arr:	Dep:	Hrs:	
Stagehand Total:					
House Crew Total:					
Box Office Crew Total:					
Cleaning Fee:					
Ticket Handling (est.):					200.00
Piano Tuning:					
Misc:					
Total Amount To Perot Theatre Rental Account:					

Performance name: _____

Perf. Date(s): _____, Time: _____

Perf. Date(s): _____, Time: _____

Ticket Prices: _____

Estimated Attendance: _____

SCHEDULE OF PAYMENTS, FEES AND INSURANCE

- Payments for estimated rent and labor will be required 2 weeks prior to your use of the facility.
- All payments must be made by cash or cashiers check.
- Failure to provide payment(s) as specified will be deemed a breach of contract.
- The City reserves the right to refuse use of the facility unless payment is made in full by cash or cashiers check as stipulated.
- Lessee shall secure at its own expense and provide Lessor with evidence of commercial general/public liability insurance for bodily injury or death and/or property damage liability in the minimum amount of One Million Dollars for one occurrence subject to a One Million Dollar aggregate, written and issued by an insurance company authorized to do business in the State of Texas. Lessor, City of Texarkana, Texas, and Manager, Texarkana Regional Arts & Humanities Council, Inc., shall be named as additional insureds in the said policy of insurance.

STAFF AND BUILDING USE SCHEDULE

Date: _____

Arrival Time: _____ Departure Time: _____ Meal Break: _____

Nature of building use: (load in, set up, rehearsal, tech rehearsal, dress reh, performance etc.)

Additional Staff Needed: (Stage Manager, Light Oper, Sound Oper, Flyman, House Man, Ushers etc)

Date: _____

Arrival Time: _____ Departure Time: _____ Meal Break: _____

Nature of building use: (load in, set up, rehearsal, tech rehearsal, dress reh, performance etc.)

Additional Staff Needed: (Stage Manager, Light Oper, Sound Oper, Flyman, House Man, Ushers etc)

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I understand that this is only an application for the use of the Perot Theatre as outlined. The Theatre Director reserves the right to refuse this, or any other application for use of the Perot Theatre.

I have read the rules, regulations, and other information provided by the Perot Theatre and my organization will abide by them.

Print Name: _____

Signature: _____

Date: _____