

City Auditorium Information Request Form

Name of Organization Renting Auditorium _____

Address of Organization _____

Contact Person (1) Name: _____ Phone # home _____ work _____

Contact Person (2) Name: _____ phone # home _____ work _____

Email Address: _____ Website: _____

Name of Performance _____

DATES REQUESTED			
Rehearsals		Performances	
Dates	Start & End Times	Dates	Start & End Times
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A new questionnaire must be completed for each new production.

Contact Person and phone number for public's questions, if different from contacts listed above.

Name: _____ Phone Number: _____

Location/Business where tickets are being sold: _____ Ticket Sale's phone # _____

HOUSE MANAGER: _____ Telephone # _____

STAGE ELECTRICIAN: _____ Telephone # _____

SOUND TECHNICIAN: _____ Telephone # _____

WILL YOU BE USING THE BOSE SOUND SYSTEM? YES NO

HAVE YOU SCHEDULED YOUR PRE & POST INSPECTION? Please call the Parks & Recreation 225-8690 to schedule a day and time. A key will not be released until this is done. Weekend Pre & Post Inspection will cost \$68.00. If two scheduled users are able to schedule their inspections concurrently, then each user will be billed one-half the cost. Will you be serving Food or Drink? _____

Will you require the use of the Concert Piano? or Upright Piano? _____

Will you be using the Lobby area for any reason? _____

A \$500 clean-up/damage deposit must be paid in advance and is required by all groups. **THERE ARE NO EXCEPTIONS!** This deposit will be refunded after the post inspection providing the Audi is found to be damage free, all clean-up requirements are met and all accounts are settled.

PLEASE NOTE: This questionnaire must be completed and returned to Parks & Recreation Department before the event. If the required paperwork and payments are not returned by the deadline, we will assume that you do not want the facility and we will release your dates.

Thank you for your cooperation.

Parks & Recreation Department
1 White St
Concord, NH 03301
603-225-8690