



RENTAL APPLICATION / THE PHOENIX THEATER

Thank you for your interest in renting the Phoenix Theater. This page must be completed in full and turned into theater management in order to move forward. **No rentals or reservations will be made prior to submission and approval of this application.** If your application is approved, theater management will sign & return a copy to the application with a contract and a cost estimate for use of the Theater. **Events are not considered approved until applicant receives a copy of the fully executed rental contract.** Upon approval, a certificate of insurance naming The Phoenix Theater as additionally insured & a 50% rental deposit will be required for your event.

PROPOSED EVENT INFORMATION:

1. Name of event/headliner: _____ Dates to hold for event: _____
2. What is the purpose of this event (please choose one): _____ Estimated attendance: _____
 For-profit concert Non-profit concert For-profit other event Non-profit other concert
 Other, please explain: _____

3. Will tickets be sold to this event? Yes No What is the proposed ticket price? _____
All ticketed events are required to use the Phoenix's Inticketing account for ticket sales.
4. Please describe any other event notes or special circumstances for your proposed event:

PROMOTER/EVENT ORGANIZER INFORMATION:

1. Name of organization / individual: _____
2. General purpose of organization: _____
3. Principal Officer / Promoter: _____ Title: _____
Email: _____ Phone: _____ Fax: _____
Address: _____ City, State: _____ Zip: _____
4. Event contact/coordinator (if applicable): _____ Title: _____
Email: _____ Phone: _____ Fax: _____
Address: _____ City, State: _____ Zip: _____
5. Has your organization been granted California State tax exemption status? Yes No
If yes, please submit proof of non-profit status with application.

Signature of event organizer: _____ Date: _____

EVENT APPROVAL (FOR INTERNAL PHOENIX THEATER USE ONLY):

Signature: _____ Date: _____