

Circle One:	Marshwood H.S SAD #35 Marshwood Affiliated Nonprofit	Community Non-Profit	Other Non-Profit	For Profit
Rental Rates:				
Auditorium	No charge	\$100.00-up to 10 hours**	\$300.00-up to 10 hours**	\$1000.00-up to 10 hours** \$ 500.00-up to 5 hours**
Dressing Room	No Charge	\$25.00	\$25.00	\$25.00
Rehearsal Room	No Charge	\$25.00	\$25.00	\$25.00
Services:				
Custodians- Holidays & Weekends	No charge	\$25/hour-per custodian	\$25/hour-per custodian	\$25/hour-per custodian
Theater Mgr.	No Charge	\$30/hour	\$30/hour	\$30/hour
Security*				
Technicians- includes tech club	No Charge	\$30/hour	\$30/hour	\$30/hour
Piano Rental: Grand Upright		\$50/day \$25/day	\$50/day \$25/day	\$50/day \$25/day
Piano Moving Fee	No Charge	\$100.00	\$100.00	\$100.00

* Actual charges to be determined by the length of time services used. Cost of services will be responsibility of lessee.

** Anything beyond 10 hours will be billed at a prorated fee.

Production Requirements:

Please complete this form and review it with the auditorium manager at least two weeks before your event. Attach any additional info that will explain your setup.

SPACE NEEDS:

- _____ Closed curtain. No use of the stage behind the main curtain.
- _____ Entire stage (Please attach diagrams or photos of your setup.)
- _____ Rehearsal room _____ Dates/Times.
- _____ Dressing rooms. _____ Dates/Times.
- _____ Orchestra pit (Set up fee will apply.)

EQUIPMENT NEEDS:

- _____ Microphone(s) _____ Number _____ Type
- _____ Microphone stand(s) _____ Number _____ Type
- _____ Sound board
- _____ Light board
- _____ CD player
- _____ Cassette
- _____ Monitor speakers
- _____ Video Player/Movie Screen
- _____ Piano (\$25 upright)
- _____ Piano (\$25 baby grand)
- _____ Piano tuning (at lessee's expense)
- _____ Band risers _____ Number of sections
- _____ Choral risers _____ Number of sections
- _____ Podium _____ Speaking _____ Conducting
- _____ Music stands _____ Number
- _____ Tables _____ Chairs _____ Number(s)
- _____ Additional requests (please attach):

REQUIRED SERVICES:

- _____ Lighting operator
- _____ Sound operator
- _____ Stage manager
- _____ Light, sound or other equipment setup
- _____ Light, sound or other equipment breakdown
- _____ House manager (required for audiences over 100) \$30/hr.

Note: The fee for services of technician including tech club members is \$30/hr. These charges will be added to your total bill.

**PERFORMING ARTS CENTER APPLICATION
M.S.A.D. #35
MARSHWOOD HIGH SCHOOL**

PLEASE PRINT

Organization_____	Type of Activity_____
Applicant's Name_____	Date(s) facility to be used_____
Phone Number_____	Times to be used_____
Day(s) Needed: (Circle) M T W TH F S S	Specific Time of Event:_____

____ School Dept. ____ Municipal Dept. ____ Private ____ Profit ____ Non-Profit

Name of person(s) in charge of event:_____

Mailing Address:_____

Home Phone:_____ Work Phone:_____ Fax:_____

Name of contact person:_____

Home Phone:_____ Work Phone:_____ Fax:_____

How many people do you anticipate attending?_____

****Need Certificate of Insurance on file prior to event.****

Liability Insurance Company:_____ Insurance Policy/Certificate Number_____

I understand the contract information on the reverse side of this sheet and will take any responsibility for damages or disarray that may occur and agree to pay all fees within thirty (30) days of receipt of bill.

Signature(s) _____
Date



OFFICE USE ONLY

____ Approved ____ Not Approved

Requirements:____ Custodian(s)____ Technician____ House Mgr____ Police____ Certificate of Insurance

Building Principal:_____ Date_____

INVOICE

Date:_____

Required custodian (hrs.)_____ (billed from Principal's office)

Police_____ (billed from Police Department)

Name(s) of Employee(s) used_____

Facility Fee: _____

Fee for Employee(s): _____

TOTAL DUE MSAD #35: _____

**Please make check payable to: MSAD #35, 180 Depot Road, Eliot ME 03903
Payment is due 30 days from invoice date**