

RIO THEATER EVENT RESERVATION
(All events require a min of 7 days notice)

Name: _____

Address: _____

Contact Phone Numbers: _____

Date of Event: _____ Time of Event: _____ to _____

Type of Event: _____

Approximately How Many Attending: _____

Special Arrangements: _____

A security deposit of \$300 is required for theater productions

- | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Short Term Rental: \$25hr min of 3 | <input type="checkbox"/> Silver Screen Rental: \$25 weekly |
| <input type="checkbox"/> Long Term Rental: \$300 weekly and
\$25 hour performance nights | <input type="checkbox"/> Projector & Wireless Mic: \$150 daily |
| <input type="checkbox"/> Rehearsals/Practices: \$25 weekly | <input type="checkbox"/> Opening and Closing Fee: \$30 daily |
| <input type="checkbox"/> Sound Booth Rental: \$50 daily | <input type="checkbox"/> Custodial Fee: \$18 per hour |
| <input type="checkbox"/> Personal Events: \$100 daily
(Weddings, etc.) | <input type="checkbox"/> <u>Key deposit: \$100 (required)</u> |

Total Cost: _____ Date: _____

Deposit: _____ Date: _____

Signature of Person Responsible: _____

OFFICE USE ONLY

Key Issued to: _____ Date: _____
(Signature)

Key Returned: _____ Date: _____
(City Employee)