



VACAVILLE PERFORMING ARTS THEATRE

BOX OFFICE: (707) 469-4013

1010 ULATIS DRIVE - VACAVILLE CA 95687

MANAGER'S OFFICE: T (707) 469-4015 - F (707) 449-6113

EVENT NAME & TYPE

EVENT DATE(S)

EVENT TIME(S)

1. Contact Person.

2. Approximately how long do you expect your event to last?

3. Will there be an intermission? Yes No

4. Indicate the type of ticketing for your event. Ticketed Non-Ticketed Free Admission
 If ticketed, check which type of seating you will have. General Admission Reserved Seating

5. Will you be supplying programs? Yes No

Please note: Programs may be delivered to the Theatre Box Office at anytime during Box Office hours.

6. Is video or audio recording by the audience allowed during your event? Yes No

7. Is non-flash photography allowed? Yes No Is flash photography allowed? Yes No

8. If you want the House Manager to hold audience seating after the curtain has gone up to avoid interruptions, please explain here.

9. Will your group be using any of the following people or equipment in the House during the event?

Photographer? Yes No Video equipment? Yes No Audio equipment? Yes No

10. If you will be seating your performers in the Theatre during the performance, indicate here how many performers, where you want to seat them, and when they will be moving to and from the stage.

We prefer that groups of student performers enter and exit the stage through the Wings instead of using the House stairs.

11. Will members of the audience be going up on stage? Yes No

If yes, please note that you are required for safety purposes to provide an adult attendant at each stairway to assist audience members as they go up and down the stairs.

12. Will children under the age of 18 be performing in your event? Yes No

Minors must be under the supervision of an adult at all times. VPAT requires a ratio of 1 adult to every 10 minors, and one adult must be a contact person, or liaison to the House Manager. Give the name of the person responsible for the supervision of all minors here.

13. Will you provide your own Ushers during the event at VPAT? Yes No

14. Will you be doing any special set-up in the Lobby? Yes No

Please note: Any alteration to the Lobby must be thoroughly planned and then approved by the Theatre Manager at least two weeks in advance of your event. Explain here your plans for any arrangements in the Lobby, including shifting furniture, use of tables, chairs, easels, and the like.

15. Do you intend to bring in any items, or equipment, for use in the Lobby? Yes No Please list those here:

16. Do you want to create your own visual display in the Lobby display cube? Yes No

17. Will you be serving refreshments? Yes No

If so, all arrangements for serving refreshments must be approved by the Theatre Manager.

18. Will you want to sell anything in the Lobby? Yes No

If so, all sales must be approved by the Theatre Manager in advance.

19. Give the name of the person responsible for overseeing the clean-up of the Lobby after your event has concluded.

I have read and understood the information given above. Any changes I wish to make are modifications to my contract and must be submitted in writing. I understand that all changes are subject to the approval of the Theatre Manager and may incur additional fees. Agreed to on this day:

Applicant's Signature

Date

Additional Comments/Requests: