

## Art in Motion Theatre Company

### Art in Motion Theatre Company Rental Request Form

#### I. Applicant information:

Organization/Group Name	
Contact Person Name	
Contact Person Title	
Address	
Phone Number	
Email Address	
Insurance carrier (list provider and policy number)	

II. Event details

Event Name	
Purpose of Rental (rehearsal, performance, workshop, etc. Be specific)	
Event Description	
Technical Requirements (lighting, sound, stage equipment, etc). Specify all requirements.	

III. Rental schedule

Requested Start Date	
Requested End Date	
Time of Day including days of the week for requested period	
Frequency (ie daily, monthly, hourly, weekly)	

IV. Financial and legal

Payments terms such as deposit amount and payment in full due date, cancellation policy and acknowledgement and agreement to all rental terms will be communicated via a formal lease agreement once the Rental Request form has been approved by Art in Motion Theatre Company.

Signature of Applicant

Date (YYMMDD)

Signature of Art in Motion Theatre Company

Date (YYMMDD)