

Event Request Form

Date _____



33 East Main Street
Downtown Statesboro GA, 30458
912-212-2787

Requests must be received by The Averitt Center 45 days prior to the event to be considered for review.

This form does not constitute a binding contract between the individual (Lessee) and the Averitt Center for the Arts. This is a fact gathering form that will be reviewed by both our Rental Coordinator and Production Manager in order to determine if we can host your event.

The Averitt Center reserves all right and discretion to approve the request. Approval may be denied on any basis but not limited to staff resources, requested date(s), technical requirements, or appropriateness of content.

Once determined that the event has been accepted, the Lessee will be notified, and at that time a meeting will be scheduled involving the Lessee, the Rental Coordinator, the Averitt Center Box Office Manager, and the Production Manager. During this meeting the fine details of the event will be discussed and finalized and the total cost of the event will be established. The Lessee must be prepared to pay a typical deposit of 50% the total rental cost. Once the deposit has been received and the rental contract has been signed, the Lessees date will be made official on The Averitt Center calendar.

Contact Information:

Organization _____
Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
Email _____

Requested Information:

Requested Date(s) of Event _____ Second Choice of Date(s) _____
Name of Event _____
Description _____
Possible Equipment Needed _____

Event Details:

Load-in Date _____ Time _____
Rehearsal Date(s) _____ Time(s) _____
Performance Date(s) _____ Performance Time(s) _____
Expected Audience Size _____

* Load-out of the event must immediately follow the closing of the performance and may not extend beyond the agreed upon total hours of the rental.

**All tickets are sold by The Averitt Center for the Arts and are sold as reserved seating only.

Signature

Date