



2613 Bechelli Ln Redding CA 96002 530.605.0500

Axiom Venue Reservation Form

The Venue Reservation Form must be completed and returned to the Axiom representative.. Upon approval, a refundable Security Deposit of 50% of the total rental must be submitted with the venue contract. Dates will be set at the time of receipt of contract and deposit/security deposit. Axiom Repertory Theatre reserves the right to refuse rental of the Venue.

Please Note: The 50% rental deposit does not include a security deposit of \$500, technician fee or equipment use. **Main Theater Rental includes:** chairs, tables, house lights, Main-stage, Green Room, Actor's bathroom, Dressing Rooms, Courtyard.

Lounge Rental includes: lounge, lobby, bathrooms

User Information:

Legal Name of User (Organization/Business): _____

Authorized User/Representative: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Corporate Status of User: For-profit Non-profit (If first-time use of Facility, User must attach a Copy of it 501(C)(3) IRS determination letter)
 Individual

Event Information:

Event Name: _____

Event Date: _____

Event Type:

Live performance Recital Wedding Workshop Class Conference

Other _____

General Description of the Event: _____

Production Schedule:

Load in Time: _____ Technical/Sound Check: _____

Event Time: _____ Strike: _____

Load out Time: _____

Length: What is the approximate running time of the Event?

Part 1: _____ Intermission (Mandatory if Concession Requested): _____

Part 2: _____

Total Number of Use Hours of Mainstage Theatre _____ Total : ½ day/4 hrs. \$1200 Full/8 hrs. \$2500
Total Number of Use Hours of Lounge _____ Total : ½ day/3 hrs. \$400 Full/6 hrs. \$850



2613 Bechelli Ln Redding CA 96002 530.605.0500

Room/Equipment Needs

Form with checkboxes for Main Stage, Lounge, Green Room, Courtyard, Projection Screen, Stage Lighting, Sound, Chairs (#), and Tables (#).

Building Capacity/Statement of Fees/Insurance Requirements/General Regulations:

Building Capacity:

Table with 2 columns: Seating Type (Cabaret, Stadium, Lounge) and Capacity (144, 250, 130/160).

Statement of Fees

Table listing various fees: Deposit (\$500), Mainstage Theatre (1/2 day/4 hrs: \$1200, Full day/8 hrs: \$2500), Lounge Alone (1/2 day/3 hrs: \$400, Full/6 hrs: \$850), Required Facility Manager/Technician Fee (\$250), Required Stage Lighting Design/Tech Fee (\$200), Required Sound Tech /Equipment Fee (\$200).

Chair adjustments for seating additional cost

Insurance Requirements

- MINIMUM LIMITS OF INSURANCE: General Liability: \$1,000,000 per occurrence for bodily injury, Certificate of Insurance is needed 10 Days prior to the event.

If applicable, please indicate what type of caterer you will be using at your event:

Form with three checkboxes and labels: Professional Catering Company, Food Truck, Private Person, each followed by a name field.

Axiom Repertory Theatre does not provide kitchen space including sinks or cleaning facilities for any catered event.



2613 Bechelli Ln Redding CA 96002 530.605.0500

General Information:

- Axiom’s Ticket Service is through VBO and if tickets are handled through Axiom, there will be a \$3.00 service charge if tickets are run through Axiom.
- Axiom will settle tickets at the end of the rental to the representative of the organization that is renting.
- Axiom will place your media/promotional materials on our social media and website to help with promotion of your event. Graphic design and promotional materials must be received within 4 weeks of the event.
- All food and beverage concession sales for events held in Facility will be held by Axiom Repertory Theatre, the proceeds retained by Axiom Repertory Theatre.
- Venue Manager shall be present during all hours of venue use unless other arrangements have been made and are noted on the contract. Manager oversees the safety of the public, the coordination of the event, operation of all Axiom equipment, and overseeing clean-up of the Facility.
- The use of nails, screws, etc. on walls, tables or other equipment is not permitted. Tape, if used, must be carefully removed immediately following the event.
- Renter will be responsible for any damage to the Venue and must leave the Venue in the same condition it was found, including areas outside the building.
- Renter shall observe, obey, and comply with all applicable City, County, State and Federal laws.
- Approval for use will not be granted to persons less than 21 years of age.
- One person from the event shall be designated as liaison to Axiom and will assume all responsibility for communication, etc.
- The Renter is responsible for the set-up and clean-up of the event. Set-up and Clean-up time must be included in the use time. Appropriate fees will be charged. The Renter is to leave the Facility in the same condition as it was found upon entering the Facility.
- The Renter is responsible for its own merchandising. No merchandise percentage will be required from renter to Axiom Repertory Theatre Axiom Repertory Theatre is not responsible for unsold tickets or merchandise due to the use of the theatre.

I have read and agreed to “conditions for rental” and appropriate insurance information and understand all rules and regulations pertaining to the Venue Use and Procedures for Axiom Repertory Theatre.

Signature of Renter: _____ Date Signed: _____

Signature of Axiom Repertory Theatre: _____ Date Signed: _____

OFFICIAL USE ONLY

-
- Security Deposit Paid Date: _____ Amt: _____ Check/ CC Auth.# _____ Cash _____
 - Venue Rental Form Date: _____
 - Venue Fee Paid Date: _____ Amt: _____ Check/ CC Auth.# _____ Cash _____
 - Certificate of Insurance Date: _____ Check/CC Auth.# _____ Cash _____
 - Refund Date: _____ Check# _____ Amt: _____