

# River Ridge Theatre Rental Form

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Person's Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Number of people backstage: \_\_\_\_\_ Expected Audience: \_\_\_\_\_

Time needed into facility: \_\_\_\_\_ Time event begins: \_\_\_\_\_ Time event ends: \_\_\_\_\_ Time out of facility: \_\_\_\_\_

## General Set-up

*Rooms Required* (Check all that Apply): Total theatre seating 450

- Theatre lower seating (85 seats)
- Theatre upper seating (365 seats)
- Choir/orchestra Room
- Theatre Commons (if upper seating used commons cannot be used)

## General Equipment Needs

 (Check all that apply):

- Podium  Chairs  Stools  Tables (indicate # needed \_\_\_\_\_)
- DVD Player  Projection Screen\*
- LCD Projector  Document Camera\*
- Spotlights (1 or 2)\*  Choral Risers\*
- Music Shell\*  Music Stands
- Grand Piano\* (on or off stage?)

\*This equipment requires additional personnel

## Sound Needs

 (Check all that apply & specify number):

- CD Player  Mini-disk Player
- Hand-held Microphone(s) \_\_\_\_\_
- Microphone stand(s) \_\_\_\_\_

Note: Use of all sound equipment requires additional personnel

## Lighting Needs

 (choose one):

- General lighting plot with no cues, house lights up and down
- General plot with few (10 or less) cues plus house lights\*
- General plot with some (10+) cues plus house lights\*♦
- General plot with some (10+) cues and specials added\*♦
- Custom lighting plot\*♦▼

Please share with us any specific needs or details not already stated on this sheet in this space:

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## DRAW A PICTURE ON THE BACK FROM A BIRDSEYE VIEW FOR STAGE PLACEMENT

River Ridge Theatre  
350 River Ridge Dr. SE  
Lacey, WA 98513  
360-412-4837  
[hanleibout@ntburston.k12.wa.us](mailto:hanleibout@ntburston.k12.wa.us)

- \* Requires additional personnel
- ♦ Requires additional rehearsal
- ▼ Requires design fee

## River Ridge Theatre Expectations

We are very fortunate at River Ridge to have a wonderful facility, and it takes the cooperation of all to maintain it for years to come.

1. ONLY water in the theatre
2. Seats are for sitting only
3. Use the stairs instead of seating to move levels
4. Painting, construction, or arts and crafts in theatre needs permission and then only in designated areas
5. Nothing should be taped or pinned to curtains/walls
6. Only authorized persons may be backstage or on stage at all times
7. If you are in the space there must be supervision
8. The shop, technical booth, and costume/prop areas are not available for use

**By signing this contract, the authorized agent for this organization agrees that they have read, understood, and will convey these expectations to their members. The organization also accepts financial responsibility for any damages that occur in the theatre.**

X \_\_\_\_\_  
Authorized Signature

# River Ridge Theatre Floor Plan\*

