

Timberline Theatre Rental Form
This form is due two weeks prior to the event.

Organization:
 Address:
 Contact Person(s):
 Email:

Phone:
 City, State, Zip:
 Type of Event:

Event Date(s): # of People Backstage:
 Time Needed Into Facility: Time Event Begins:
 Time Event Ends: Time Out of Facility:

Expected Audience:

General Set-Up

Rooms Required (Check all that apply)
 Theatre (333 seats) Choir Room Dressing Rooms
Stage Set Up (Choose One):
 Stage and Thrust
 Stage and Orchestra Pit

General Equipment Needs (Check All That Apply)

Podium Chairs Stools Tables
 DVD Player Projection Screen
 LCD Projector* Fog Machine (Dry Ice)*
 Spotlights (1 or 2)* Choral Risers*
 Music Shell* Music Stands
 Grand Piano* Document Camera*
 *This equipment requires additional personnel

Sound Needs (Check All That Apply and Specify Amount)

Tape Deck CD Player Auxiliary Pack
 Body Microphone(s) Hand-held Microphone(s)
 Microphone stand(s)

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*◆▼

*Requires additional personnel
 ◆Requires additional rehearsal
 ▼Requires design fee

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

Timberline Theatre Rules

We are very fortunate at Timberline to have such a great facility, and it takes the cooperation of all to maintain it for years to come.

1. No food, gum or drink in theatre (water w/ lid is ok)
2. No feet on seats, seat arms or seat backs.
3. No standing on or climbing over seats.
4. No painting, construction, or arts and crafts in theatre without permission, and then only in designated areas.
5. Do not pin or tape anything to curtains or walls without permission.
6. Only authorized persons may be backstage or on stage at all times.
7. No one may be in space without supervision.
8. The shop, technical booth, costume and prop areas, and classrooms are off limits without permission.

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

X _____
 Authorized Signature

Timberline Theatre Company
 bamburgy@nthurston.k12.wa.us

6120 Mullen Rd SE
 Lacey WA 98503
 360-412-4860

Key:

▬ - Door

~~~~ - Curtain

S/M - Stage Manager

|||| - Stairs

■ - Spot Light

# Timberline High School Theatre Floor Layout

