If you are interested in renting UpStage Theatre for a special event, please complete the online  form and we will contact you regarding your request.

**UPSTAGE THEATRE RENTAL FORM**

 **Today's Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main Theatre**
**Cortana Mall ( 5,000 sq ft. seats 200) Ask for rate**

**Will the event last longer than 3 hours? \_\_\_\_\_Yes \_\_\_\_\_\_No**

**If YES how long will the event last?** **\_\_\_\_\_\_\_\_\_\_\_**

**How many attendees are you expecting?** **\_\_\_\_\_\_\_\_**

**Are you selling tickets? \_\_\_\_\_ Yes \_\_\_\_No**

**Are you serving food? \_\_\_\_ Yes \_\_\_\_ No**

**What are your equipment needs? (This will include an additional fee)**

**\_\_\_\_Lighting and Sound** **\_\_\_\_** **Tables/Clothes**  **\_\_\_\_Usher**

**Black Box Theatre**
**1713 Wooddale Blvd ( 850 sq ft. seats 50) Ask for rate**

**Will the event last longer than 3 hours? \_\_\_\_\_Yes \_\_\_\_\_\_No**

**If YES how long will the event last?** **\_\_\_\_\_\_\_\_\_\_\_**

**How many attendees are you expecting?** **\_\_\_\_\_\_\_\_**

**Are you selling tickets? \_\_\_\_\_ Yes \_\_\_\_No**

**Are you serving food? \_\_\_\_ Yes \_\_\_\_ No**

**What are your equipment needs? (This will include an additional fee)**

**\_\_\_\_Lighting and Sound** **\_\_\_\_** **Tables/Clothes**  **\_\_\_\_Usher**

**\_\_\_\_SUBMIT**

**Please save this document to your computer and email it to: info@upstagetheatre.biz**