

Farr Best Theater reservation requirements:
 - Made at least 14 days in advance through the Cultural Arts Coordinator
 - Renter is 21 years or older, and on-site for the duration of the rental
 - Pay all rental and deposit fees on date contract is signed
 - Any rental for 12-25 year olds, or any type that expects 100+, or intends to have alcohol may need an off-duty police officer to provide security

Farr Best Theater Rental Request Form

RENTER INFORMATION

Renter Name:		Organization:	
Address:			
City:	State:	Zip Code:	
Phone #:	Email:		
Second Signer (optional):	Second Signer Phone #:		

RENTAL INFORMATION

Date of Event:	Estimated Attendance**:		
Day of the Week: Sun Mon Tue Wed Thu Fri Sat			
Rental Start Time*:	AM/PM	Rental End Time*:	AM/PM <i>*You must include set up & clean up time in rented time.</i>
Event Time (time that guests are informed to arrive and depart):			
Event Type: **			**Any event expecting 100+, with alcohol, or any event for 12-25 year olds needs to complete an Off-Duty Officer Screening Form.
<input type="checkbox"/> Speaker/ Solo show	<input type="checkbox"/> Theatrical production	<input type="checkbox"/> Party: Type _____	
<input type="checkbox"/> Movie	<input type="checkbox"/> Dance Show/ recital	<input type="checkbox"/> Wedding	
<input type="checkbox"/> Small Ensemble Concert	<input type="checkbox"/> High School Graduation	<input type="checkbox"/> Meeting: Type _____	
<input type="checkbox"/> Church Gathering	<input type="checkbox"/> College Graduation	<input type="checkbox"/> Other: Type _____	

FACILITY INFORMATION

Requirements:	Rates	Capacity
<input type="checkbox"/> Not-for-profit rental	\$50/hr	158 seats/ 225 maximum capacity
<input type="checkbox"/> Commercial/individual rental	\$60/hr	
<input type="checkbox"/> Prime-time rental (Thursday-Saturday)	6 hr. min. required	
<input type="checkbox"/> A/V equipment (screen/projector)	\$120/day	
<input type="checkbox"/> Stage lights		
<input type="checkbox"/> Sound system		
<input type="checkbox"/> Alcohol		
TABC approved server: _____		
<input type="checkbox"/> Food		
<input type="checkbox"/> Pre-packaged Concessions		
<input type="checkbox"/> Approved Caterer _____		

RENTER SIGNATURE REQUIRED ON POLICIES AND USE AGREEMENT

SUPERVISOR USE ONLY		STAFF USE ONLY	
<input type="checkbox"/> Event with 100+ attendance or alcohol - Notify Kyle Lanier, Mansfield PD.		<input type="checkbox"/> Policies Signed	Rental #:
<input type="checkbox"/> Officer Required	Supervisor Approval:	<input type="checkbox"/> Policy Review	Booking Staff:
<input type="checkbox"/> Background Check Completed	<input type="checkbox"/> Payment rec, ck #	<input type="checkbox"/> A/V Policy Review	Date:
		<input type="checkbox"/> Copy of Driver's License	
		<input type="checkbox"/> Request 14 days in advance	