

Clark Center Rental Reservation Contract



Name of Organization

Type of organization (select one)

Contact Name

Contact Email

Contact Phone

Venue Requested

Type of event (select one):

Forbes Hall (Main Theater)

Studio Theater (Black Box)

Date(s) Requested:

Thru

Comments/Special Needs:

By signing this contract, I understand and agree to the following:

- A deposit of \$250 per day requested is due within 10 business days of placing the hold.
- Deposits are nonrefundable and nontransferable if event is canceled or rescheduled within 30 days of the event. It may be transferred if cancellation is more than 30 days in advance
- Facility Use and Services Contract (**Contract**) will be completed a minimum of 90 day prior to the event. Tickets will not be available and no marketing may occur until **Contract** is complete and fully executed.
- A production meeting may be scheduled prior to **Contract** completion and is required to request an estimate of service and rental costs.

Authorized Signature

Date Signed