

Bayou Theater Booking Form:

Date(s) you would like to use the theater \_\_\_\_\_

Type of event (play, dance, lecture, etc) \_\_\_\_\_

INTERNAL Responsible department/office \_\_\_\_\_

Cost Center \_\_\_\_\_

EXTERNAL- Responsible Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Website \_\_\_\_\_

Estimated total capacity

Audience \_\_\_\_\_

Performers \_\_\_\_\_

Time access is needed \_\_\_\_\_

Time the event starts \_\_\_\_\_

Will your event be ticketed? \_\_\_\_\_

Time event ends \_\_\_\_\_

Time access is completed \_\_\_\_\_

I have read and understand the Booking Policies and Procedures of the Bayou Theater (available on the website or by request) and will abide by all the verbal rules and directions given by the Managing Director, Theater Supervisor, or Technician, as they are given during the event. A date is not considered confirmed until a deposit has been received. Any changes to the event time, date, type of event, or staffing may change my bill. Any additional space needs will increase my rental charge and cleaning fee.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_