

Norris Center for the Performing Arts Confirmation Form to Hold Date – The Norris Theatre

Please return this form with your Booking Fee of \$500.00
(This amount will be held and applied to final event accounting)

APPLICANT:

Company or Group: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

Is the Company or Group a 501(c) 3 Non-profit? YES / NO If yes, please attach a copy of the certificate

Theatre Rental Date(s): _____

AGREEMENT:

In order to book an event at the Norris Theatre, you must agree to adhere to the following deadlines:

- A Booking Fee in the amount of \$500 is due at the time the date is reserved. (This amount is refundable if a written cancellation notice is received by NCPA more than 90 days prior to your event. If cancellation notice is received less than 90 days prior to you event, this fee will not be refunded.)
- The Facility Use Application must be received no later than 90 days before the date of your event and must be received in advance to schedule a production meeting with box office and technical staff. At the production meeting the Theatre Rental Contract will be signed and payment of estimated fees is due.

We will not guarantee that a date will be available if all the above deadlines are not met.

Signature Date

Deposit Date: _____ Final Payment Date: _____

Deposit Amount: _____ Final Payment Rec'd: _____

Credit Card: (circle one) VISA or MASTERCARD

Number: _____ exp: ____/____

Name on Card: _____

CVV#: _____
