

# 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 will be sent upon setting a date for the production meeting to take place at least 90 days before the event, and must be filled out and brought to the meeting. 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: \_\_\_\_\_

3-Digit CVV#: \_\_\_\_\_

\_\_\_\_\_