



The Armory at Brighton Cultural Center
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RENTAL SETUP SHEET



EVENT

CONTACT NAME/NUMBER

EVENT DATE(S)

EVENT TIME (S)

<p>LOCATION</p> <p><input type="checkbox"/> ARMORY THEATRE</p> <p><input type="checkbox"/> COMMUNITY ROOM</p> <p><input type="checkbox"/> OUTDOOR STAGE</p> <p><input type="checkbox"/> DRESSING ROOM #1</p> <p><input type="checkbox"/> DRESSING ROOM #2</p> <p><input type="checkbox"/> ADA/STAR DRESSING ROOM</p> <p><input type="checkbox"/> ATRIUM</p>	<p>SET-UP STYLE</p> <p>ARMORY THEATRE</p> <p><input type="checkbox"/> THEATRE STYLE</p> <p><input type="checkbox"/> DINNER STYLE</p> <p>COMMUNITY ROOM</p> <p><input type="checkbox"/> U-SHAPE</p> <p><input type="checkbox"/> O-SHAPE</p> <p><input type="checkbox"/> CLASSROOM</p> <p><input type="checkbox"/> CONFERENCE TABLE</p>	<p>STAGE OPTION</p> <p><input type="checkbox"/> BROAD STAGE (STANDARD SET)</p> <p><input type="checkbox"/> MAIN STAGE ONLY</p> <p><input type="checkbox"/> ORCHESTRA PIT</p> <p><input type="checkbox"/> THRUST STAGE (ADDED WIDTH)</p> <p><input type="checkbox"/> +4 FT <input type="checkbox"/> +8 FEET</p> <p><input type="checkbox"/> +12 FEET <input type="checkbox"/> +16 FEET</p> <p><input type="checkbox"/> THEATRE-IN-THE-ROUND _____ L x _____ W</p> <p><input type="checkbox"/> RUNWAY</p> <p><input type="checkbox"/> 8 FT <input type="checkbox"/> 24 FEET</p> <p><input type="checkbox"/> 16 FEET</p>
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<p>CATERED? <input type="checkbox"/> YES</p> <p>PLEASE ATTACH SIGNED CATERER INFORMATION FORM!</p>	<p>LIQUOR AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PLEASE PROVIDE TWO (2) COPIES OF PERMIT, IF THIS IS A PUBLIC EVENT!</p>
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<p>EQUIPMENT</p> <p><input type="checkbox"/> CHAIRS _____ # NEEDED</p> <p><input type="checkbox"/> 6' ROUND TABLES (14 AVAILABLE) _____ # NEEDED _____ # CHAIRS/TABLE</p> <p><input type="checkbox"/> 8'x4' OBLONG TABLES (3 AVAILABLE) _____ # NEEDED</p> <p><input type="checkbox"/> 6'x3' OBLONG TABLES (4 AVAILABLE) _____ # NEEDED</p> <p><input type="checkbox"/> SPEAKER'S PODIUM</p> <p><input type="checkbox"/> REAR PROJECTOR AND SCREEN</p>	<p>AUDIO/VISUAL</p> <p><input type="checkbox"/> HOUSE AUDIO (STANDARD SET)</p> <p><input type="checkbox"/> HOUSE LIGHTS (STANDARD PLOT)</p> <p><input type="checkbox"/> MICROPHONE—TABLE TOP</p> <p><input type="checkbox"/> MICROPHONE—PODIUM</p> <p><input type="checkbox"/> MICROPHONE—STANDING</p> <p><input type="checkbox"/> MICROPHONE—WIRELESS</p> <p><input type="checkbox"/> ACCOMMODATE VIDEO/FILMING?</p>
<p>ADDITIONAL DETAILS</p> <p>RENTER MUST PROVIDE</p> <ul style="list-style-type: none"> • ANY ADDITIONAL TABLES REQUIRED, • TABLE LINENS AND SKIRTING • LAPTOP COMPUTER FOR MEDIA PRESENTATIONS 	

RENTER'S SIGNATURE _____