

Date of request: _____

MELBOURNE AUDITORIUM
RESERVATION REQUEST FORM

Terms: The Melbourne Auditorium will tentatively hold available rental dates for 14 days upon receipt of the required reservation request form. To confirm a reservation, a deposit of ½ of the rental fee must be received within the 14 days. If a deposit is not received by the end of the 14 day period, the dates will be released without further notice.

Requesting Party/Organization: _____

Contact Person _____

Telephone # of contact person or organization: _____

Address:

Person/Organization Name

Address

Type of Organization: ____ Civic ____ Commercial

Date(s) Requested (bookings taken no more than one year in advance).

Month Day(s) Year

Name of Event: _____

Space Requested	Services Requested
<input type="checkbox"/> Whole Building	<input type="checkbox"/> Extra Chairs (enter number over 500)_____
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Extra Tables (enter number over 70)_____
<input type="checkbox"/> East Hall	<input type="checkbox"/> Security Guard (required if alcohol present)
<input type="checkbox"/> West Hall	<input type="checkbox"/> Mirror Ball
<input type="checkbox"/> South East Hall	<input type="checkbox"/> Spotlight
<input type="checkbox"/> North Hall	<input type="checkbox"/> Spotlight Operator
	<input type="checkbox"/> Lighting Technician
	<input type="checkbox"/> Electrician (required for bare-wire hook-ups)
	<input type="checkbox"/> Air Conditioning during move-in/decorating

Requested Rental Hours:

• Move-In/Decorating

Date: _____ FROM _____ am/pm TO _____ am/pm

Date: _____ FROM _____ am/pm TO _____ am/pm

• Event

Date: _____ FROM _____ am/pm TO _____ am/pm

Date: _____ FROM _____ am/pm TO _____ am/pm

Date: _____ FROM _____ am/pm TO _____ am/pm

• Move-Out

Date: _____ FROM _____ am/pm TO _____ am/pm

Signature: _____ Date: _____