

TODAYS DATE \_\_\_\_\_

THE AVENUE THEATRE  
**RENTAL FORM**

**Renter and Event Information:**

NAME OF ORGANIZATION (if applicable) \_\_\_\_\_

NAME OF RENTER/MAIN CONTACT \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

FACILITY FEE \_\_\_\_\_ PAID BY: CASH/DEBIT/CREDIT/CHEQUE

CIRCLE ONE: ALL AGES or 18+

NAME OF EVENT \_\_\_\_\_

RENTERS HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADRESS \_\_\_\_\_ OTHER CONTACT \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_

LOAD IN/SET UP TIME \_\_\_\_\_ DOOR TIME \_\_\_\_\_ END TIME \_\_\_\_\_

SOUND TECH START/END TIME \_\_\_\_\_ LIGHT TECH START/END TIME \_\_\_\_\_

SECURITY GUARD START/END TIME \_\_\_\_\_ FOH START /END TIME \_\_\_\_\_

SPECIAL SET UP REQUESTS / OTHER INFORMATION

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**Secondary Contact Information:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**Ticketing Information:**

You may opt to use our advance ticketing system. Online tickets will be sold through YEG Live, physical tickets will be given to the Renter to distribute as the renter sees fit. Ticketing costs are deducted at source. \$.57 per physical ticket requested (minimum of 100 tickets). YEG Live collects a commission of 6.9% per ticket sold. The Renter will receive 100% of net advance ticket sales after ticketing costs.

USE ADVANCE TICKETING SYSTEM: YES / NO

EVENT NAME TO BE DISPLAYED ON TICKETS \_\_\_\_\_

\_\_\_\_\_

ALL AGES or 18+

TICKET PRICE \_\_\_\_\_ DOOR TIME \_\_\_\_\_ START TIME \_\_\_\_\_

WEBSITE LINK \_\_\_\_\_

OTHER INFORMATION \_\_\_\_\_

\_\_\_\_\_

**Credit Card Information:**

NAME ON CARD \_\_\_\_\_ TYPE OF CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

CVD NUMBER \_\_\_\_\_

I have read and agree to all terms and conditions outlined in the Rental Policy, Rental Information Sheet, Hold Harmless Agreement and this Rental Form. I certify that all information provided in this rental form is true.

RENTERS SIGNATURE \_\_\_\_\_

Staff Use Only:

CONFIRMED \_\_\_\_\_ CONFIRMED DATE \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_