

# Historic Waimea Theater    Function Event Order

**Event:** \_\_\_\_\_

**Order Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Organization:** \_\_\_\_\_

\$100/ Hr Event Fee

\$ 50/ Hr Rehearsal Fee

**Mailing Address:** \_\_\_\_\_

Sound and Lighting Tech Fees Separate

**Contact Name:** \_\_\_\_\_

(Please Print)

**Event Coordinator/  
Contact Signature:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

Dates	Rehearsal/ Event/ Activities Description	Start Time	Pau
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Theatre Staffing Needs:	Equipment Needs/ Provider
<p><b>Ticket Booth:</b></p> <p><b>Security:</b></p> <p><b>Stage Support:</b></p> <hr/> <p style="text-align: center;"><b>Theatre Stage Equipment:</b></p> <p><b>Audio/Visual:</b></p> <p><b>Lighting/Electrical:</b></p> <p><b>Other:</b></p>	<p><b>Tables:</b></p> <p><b>Chairs:</b></p> <p><b>Linens:</b></p> <p><b>Florals:</b></p> <p><b>Entertainment:</b></p> <p><b>Attendance List(s):</b></p> <p><b>Other:</b></p> <p style="font-size: small;">(The above items MAY NOT ALL be provided by the Waimea Theater, however, we can provide a list of local vendors.)</p>