

**THE CAYMAN DRAMA SOCIETY'S PROSPECT PLAYHOUSE RESERVATION SHEET**

RENTER'S NAME :

POSTAL ADDRESS :

TELEPHONE # :

PRODUCTION :

DIRECTOR :

PRODUCER :

STAGE MANAGER :

LIGHTING :

SOUND :

FRONT OF HOUSE :

REHEARSALS					PERFORMANCES			
#	DAY	DATE	MONTH	TIME	#	DAY-DATE-MONTH	TIME	TYPE
1					1			
2					2			
3					3			
4					4			
5					5			
6					6			
7					7			
8					8			
9					9			
10					10			
11					11			
12					12			
13					13			
14					14			
15					15			
16					16			
17					17			
18					18			
19					<b>TYPES OF PERFORMANCES</b>			
20					M	=	MATINEE	
21					D	=	DINNER	
22					U	=	NON-DINNER	
23					G	=	GALA	
24					TR	=	TECHNICAL REHEARSAL	
25					DR	=	DRESS REHEARSAL	

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Renter

- CONDITIONS OF RENTAL**
- STANDARD REHEARSAL COST (4 HOURS MAXIMUM) IS CI\$100.00. THIS INCLUDES THE USE OF ONE AIR CONDITIONING UNIT ONLY, AND GENERAL LIGHTING. IT DOES NOT INCLUDE THE USE OF ANY STAGE LIGHTING OR SOUND EQUIPMENT.
  - TECHNICAL, DRESS REHEARSALS, AND PERFORMANCES, ARE CHARGED AT CI\$500.00 EACH. EXCEPTIONS ARE MATINEES WHEN THERE IS ALSO A LATER PERFORMANCE FOR WHICH THE COST WOULD BE CI\$750.00 FOR BOTH PERFORMANCES. ALL EQUIPMENT WITHIN THE THEATRE (EXCEPT IN LOCKED STORAGE AREAS) MAY BE USED.
  - UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE THEATRE MANAGER, ALL RENTAL IS PAYABLE IN ADVANCE.
  - FRONT OF HOUSE PERSONNEL SHOULD BE REMINDED THAT IT IS THEIR RESPONSIBILITY TO ENSURE THAT THE PUBLIC AREAS OF THE THEATRE (FOYER, RESTROOMS, AUDITORIUM) ARE CLEAN AND TIDY PRIOR TO EACH PERFORMANCE.
  - BAR STAFF ARE THE RESPONSIBILITY OF THE THEATRE MANAGEMENT COMMITTEE, AS IS THE PROVISION OF BAR SUPPLIES AND LIQUOR.