

NOVATO THEATRE COMPANY – Rental Application

Updated 1/25/2023

**CONTACT INFORMATION**

Name of Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Authorized Representative \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_  
 Technical Director \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_  
 Lighting Designer \_\_\_\_\_ Board Operator \_\_\_\_\_  
 Name of Production \_\_\_\_\_ Box Office/Tickets Tel # \_\_\_\_\_

**BOOKING INFORMATION**

Dates of Week in NTC Theater for **EXCLUSIVE** rental \_\_\_\_\_ to \_\_\_\_\_  
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 Dates of Week in NTC Theater for **EXCLUSIVE** rental \_\_\_\_\_ to \_\_\_\_\_  
 Dates in NTC Theater for **PERF WEEKEND** rental \_\_\_\_\_ to \_\_\_\_\_  
 Dates in NTC Theater for **PERF WEEKEND** rental \_\_\_\_\_ to \_\_\_\_\_  
 Dates in NTC Theater for **PERF WEEKEND** rental \_\_\_\_\_ to \_\_\_\_\_  
 Dates in NTC Theater for **DAILY RENTAL:** \_\_\_\_\_  
 Dates for **SUITE G ONLY:** \_\_\_\_\_

**RATE CALCULATION:**

**Owed**

EXCLUSIVE Monday through Sunday \_\_\_\_\_ week/s @ \$2100 \_\_\_\_\_  
 Includes unlimited hours & use of lights.  
 House sound system is an 8-channel analog mixer  
 and 12" powered stereo speakers. Other equipment is  
 available by separate arrangement with [www.soundlogic.org](http://www.soundlogic.org)

(If NTC uses theater Monday-Wednesday or Thursday, Performance Weekend Rate will be charged)

PERFORMANCE WEEKEND RATE  
 Thursday-Sunday \$1600 \_\_\_\_\_

DAILY Includes maximum five hours/day  
 If over five hours, hourly rate needs to be applied  
 Monday through Sunday—work lights only, no tech\* \$375/day \_\_\_\_\_  
 Monday through Sunday—with tech\* \$500/day \_\_\_\_\_  
 \* Tech includes lights. Contact Sound Logic above for sound

HOURLY Monday through Sunday—work lights only, no tech\* \$75/hour \_\_\_\_\_

SUITE G DAILY Monday through Sunday \$25/hour \_\_\_\_\_

**NON-REFUNDABLE CLEANING FEE** **\$100.00**

**Subtotal of Rental Fee (Rental fee & Cleaning fee)** **\$ \_\_\_\_\_**

**PAYMENTS**

**1. Due at time of booking**

**Booking Deposit** **\$500.00**  
**Refundable Damage & Restoration Fee** **\$200.00**  
**Subtotal (Rental Fee and other Fees)** **= \$700.00**

**2. Due at Load In—Total Rental fee (See Subtotal above)** **\$ \_\_\_\_\_**  
**Minus \$500 Booking Deposit and \$200 Damage & Cleaning Fee)** **~~-\$700.00~~**  
**= \$ \_\_\_\_\_**

**3. After Load out Damage & Restoration Fee will be returned by NTC in a timely manner.**