



NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

TYPE OF ORGANIZATION/RENTAL: _____

Please list the names and phone numbers or 2 responsible adults who will be present at the function:

1. _____

2. _____

Rental Date: _____ Day of Week: _____

Fiesta Room? _____ Dressing Rooms? _____ Public Event? _____

Will you need the GMA to sell tickets? _____

Hours of Rental:

Tables Needed: (no tables are allowed in main lobby level)

LOAD IN: _____

LOWER LEVEL _____ QUANTITY _____

DOORS OPEN: _____

FIESTA ROOM _____ QUANTITY _____

SHOW TIME: _____

Chairs Needed: (no chairs are allowed in the main lobby level)

LOAD OUT: _____

LOWER LEVEL _____ QUANTITY _____

FIESTA ROOM _____ QUANTITY _____

Will you be selling merchandise? _____

Will you be selling alcohol? _____

Will you be selling concessions? _____

Will you be selling flowers? _____

If yes to alcohol, who is obtaining the license and police

Will you be selling Videos? _____

security? _____

Do you need Technical Support? If so, we have multiple options for you to work with. We recommend the following companies:

Dudes Music – Danny Beaver (phone 903-821-5656, e-mail: danny@dudesmusic.com)

Integrity Audio Visual & Productions – Joel Hydrick (phone 214-329-8001, e-mail: integrityavp@gmail.com)

Fee Schedule	Total Fee	Date Due	Date Paid
Deposit			
Rental Fee			
Fiesta Room			
Technical Fees (paid to tech company)			
Cleaning Fee (only if necessary)			
*GRAND TOTAL			

The undersigned applicant/user hereby applies for a reservation at the City of Greenville Municipal Auditorium for the above listed date(s) and time(s). By signing below, the applicant/user agrees that he/she is authorized to negotiate and sign this agreement on behalf of the individual group, or organization renting the facility. Applicant/user agrees that the individual, group or organization will observe the policies stated on page 3 of this agreement. The City of Greenville is not responsible or liable for any lost, stolen, or damaged property belonging to the applicant/user or any person or persons attending an event at the auditorium.

Lessee hereby releases and shall indemnify and hold harmless Lessor, its officer, employees and agents, from and against any and all claims, losses, damages, causes or actions, suits and liability of every kind, including expenses of litigations, court costs and attorney's fees, for injury to or death of any person, or for damages to any property, arising out of or in connection with the Lease, where such injuries, death or damages are caused by Lessor's sole negligence or the joint negligence of Lessor and any other person or entity.

Applicant/user states that he/she has read the rules and regulations on page 3 of this agreement and agrees to abide by them.

SIGNED (Lessor) _____ DATE _____

APPROVED BY (City of Greenville) _____ DATE _____