

Palos Verdes Performing Arts

Confirmation Form to Hold Date – The Norris Theatre

Please return this form with your Security/Booking Fee of \$1,000.00*

(*Non-refundable after 30 days from booking. This amount will be held and applied to the final event accounting.)

APPLICANT:

Company or Group: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____

Is the Company or Group a 501(c) 3 Non-profit? YES / NO If yes, please attach a copy of the certificate

Theatre Rental Date(s): _____

AGREEMENT:

In order to book an event at the Norris Theatre, you must agree to adhere to the following deadlines:

- A Security/Booking Fee in the amount of \$1,000.00 is due at the time the date is reserved. (This amount is non-refundable after 30 days of booking. The amount will be applied to the final event accounting.)
- The Facility Use Application will be filled out in full and brought to the production meeting to be held at least six weeks prior to the event. At the production meeting the Theatre Rental Contract will be drafted. Tickets cannot go on sale until the contract is signed and we have the payment of the estimated rental fees (does not include the \$1,000 booking fee).

We will not guarantee that a date will be available if all the above requirements are not met.

Signature Date

Deposit Date: _____ Final Payment Date: _____

Deposit Amount: _____ Final Payment Rec'd: _____

Credit Card: (circle one) VISA MASTERCARD AMEX

Number: _____ exp: ____/____ CVV #: _____

Name on Card: _____