



River Arts Center Usage Request Form

Event Date _____

Today's Date _____

Organization _____

Contact Person _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Event _____

Performing Arts _____ Exhibition/Display _____ Meeting/Lecture _____

Date (s) Requested _____ Setup Time _____ Start Time _____ End Time _____

Date (s) Requested _____ Setup Time _____ Start Time _____ End Time _____

Date (s) Requested _____ Setup Time _____ Start Time _____ End Time _____

Areas to be Reserved

Gallery _____ Serving Kitchen _____ Lobby Areas _____ Display Cases _____

Theatre _____ Dressing Rooms _____ Box Office _____ Scene Shop _____

Gallery Setup

Octagon Tables # _____ Set Up: _____

8' Tables # _____

Serving/Head Tables # _____

Chairs # _____

Will you be serving food? (To insure compatibility with the current art display.) Yes / No

Theatre Set up

General Set up for Stage _____

Sound/Light Needs _____

AV and Technical Equipment

Flip Chart _____ Screen _____ Overhead Projector _____

Lectern _____ PA System _____ Video Projector _____

DVD/VCR/TV _____ Piano _____ Slide Projector _____

Microphones _____ Wireless Mics _____ Lapel Mics _____

Question, please contact Brad Toberman: 608-643-5636 or director@RiverArtsCenter.org

Please send this form to:

River Arts Center

105 9th St

Prairie du Sac, WI 53578

_____ Initialed when approved & contract is sent

_____ Date