



Guild Theater Event Proposal

Thank you for your interest in the Guild Theater. This form is the first step for Producers in proposing an event to be held at the Guild Theater. By filling out this form your event is not scheduled at the Guild Theater, nor are you holding a date for your proposed event. This form is used in order to give the Guild's staff a synopsis of your event.

Today's Date: _____

CONTACT INFORMATION

Name of Organization: _____

Contact Person's Name: _____

Address: _____

Telephone: _____

Email: _____

Website: _____

EVENT INFORMATION

Event Name: _____

Type of Event: _____

Date of Event: _____

Time of Event: _____

Ticket Price(s) _____

Expected Attendance: _____

RENTAL INFORMATION

The below rental rates are based on a "four-wall" rental agreement, which includes, bare stage, dressing rooms, house lighting, the Guild Theater's sound systems, and clean up after the event. Any additional equipment needed will require an extra cost charged to the producer.

Rental Rates:
Business Hours, Monday - Friday, 7:00 am - 5:00 pm, \$150/Hour
Weekdays, Monday - Thursday, 5:00 pm - 10:00 pm, \$690/4 hrs
Weekends, Friday evening - Sunday, \$840/4 hrs
Call for custom rates on multi-day events.

EQUIPMENT NEEDS

Please list any equipment, such as microphones, spot light, projector screen, furniture, etc. that you need for your event.

Sound	Lighting	Audio/Visual	Other
_____	_____	_____	_____
_____	_____	_____	_____

Please email this form to Al Williamson, alewilliamson@yahoo.com or call him at (916) 612-3320.
 Thank You.