



## ARENA THEATER STANDARD RENTAL CONTRACT CHECK LIST

**Rental Description:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

Deposit Received (amount): \_\_\_\_\_

Security Deposit Received:

credit card # \_\_\_\_\_ 3 digit security code): \_\_\_\_\_

cardholder name: \_\_\_\_\_ Expiration date: \_\_\_\_\_

ATA Equipment Needed (and ATA Personnel member secured):

Lights \_\_\_\_\_

Sound \_\_\_\_\_

Blue Ray \_\_\_\_\_

Other \_\_\_\_\_

Bar & Liquor License

ATA Bar Manager for event: \_\_\_\_\_

Certificate of Liability Insurance: \_\_\_\_\_

Is the Insurance Provided through ATA: \_\_\_\_\_ Fee Paid \_\_\_\_\_

ATA Operations Manager for Event: \_\_\_\_\_

ATA Requires Security for Event: \_\_\_\_\_

Renter paid Arena Theater for Publicity Service: \_\_\_\_\_

Contract signed and initialed