

Event Date: \_\_\_\_\_

**O'Shaughnessy Center Building Use Request**

Whitefish Theatre Co. One Central Ave. Whitefish, MT 59937  
(406)862-5371 info@whitefishtheatreco.org

TITLE OF EVENT: \_\_\_\_\_

DATES AND TIMES REQUESTED (Be specific): \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_  
Non-Profit 501(c) (3) \_\_\_ Public School/City \_\_\_ For Profit Organization \_\_\_

ADDRESS/Zip: \_\_\_\_\_

CONTACT PERSON/Phone Number: \_\_\_\_\_

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

Please return this form with \$150 deposit to guarantee your rental dates (refunded after event and payment of all fees). WTC requires a valid credit card number on file.

WTC and the City of Whitefish require that renter carry and provide proof of appropriate liability insurance while using the facility. This includes proof of liquor liability if alcohol is served.

SPACE TO BE USED:

Full Theatre\* Use: \_\_\_ Lobby Only: \_\_\_ Dance Studio \_\_\_ Green Room Only: \_\_\_  
Conference Room \_\_\_\_\_

Concessions: Yes No

Alcohol: Yes (requires special event license and liquor liability insurance rider) No

Activity in Outside Entrance/Yard Area: Yes No (Need city permission)

CLEANING FEES

Basic (renter cleans and hauls all trash) \_\_\_ Full Cleaning \_\_\_

EQUIPMENT REQUESTS:

Piano: Grand \_\_\_ Spinet \_\_\_ Electronic Piano \_\_\_ Tuning \_\_\_

Film: Projector \_\_\_ Blu-ray/DVD Player \_\_\_ Screen \_\_\_ (WTC Technician required for projector use)

Special Lights: Theatre Lights \_\_\_ Spotlights \_\_\_ Mirror Ball \_\_\_

Sound: Microphone: \_\_\_ Portable Sound: \_\_\_ Full Sound/Speakers \_\_\_

STAFFING: Technical Labor \_\_\_ Manual Labor \_\_\_

OTHER: Additional Chairs/set up \_\_\_ Platform w/skirting & set up \_\_\_ Seat Retraction \_\_\_

Podium \_\_\_ Folding Tables \_\_\_ Other: \_\_\_\_\_

Deposit:  (Date and Check #): \_\_\_\_\_ Technician: \_\_\_\_\_

Contract:  Proof of Insurance:  Liquor Liability  N/A Other: \_\_\_\_\_