



# JAMES H. CLARK AUDITORIUM

## Rental Agreement

Please complete and send to:  
 James H. Clark Auditorium  
 Attn: Auditorium Supervisor  
 2300 Prince Street  
 Conway, AR 72034  
 Fax: (501) 450-4890  
 E-mail: [bakerc@conwayschools.net](mailto:bakerc@conwayschools.net)

Please read the following before filling out this form:

The information you furnish below is for the date(s) you have held for the rental of the James H. Clark Auditorium. For each date, you must provide the time you will occupy the building, and the time you anticipate leaving.

Please read and familiarize yourself with the building policy. You and your building supervisor (principal or administrator) must sign this agreement. In doing so, you affirm the information provided is correct and that you will abide by the building policy.

EVENT INFO			
Event Title:			
Event Date:		Event Start Time:	Event End Time:
Preferred Door Time:		Expected Attendance:	
Will Event Be Ticketed?		Admission Charged?	
Ticket Prices:		Merch Sold?	
Production Recording Desired?		Copyright Permission?	
CONTACT INFO			
Organization:		Contact Person:	
Business Address:			
Work Phone:	Cell Phone:	Fax:	
Email:			
Secondary Contact:			
Phone:		Email:	
BUILDING OCCUPANCY SCHEDULE			
DATES	ARRIVAL TIME	ACTIVITY DETAIL (Rehearsal, Tech Rehearsal, Performance)	DEPARTURE TIME

Renter/Sponsor Signature & Date:

Supervisor Signature & Date:



# JAMES H. CLARK AUDITORIUM

## Equipment Needs

Please complete and send to:  
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Organization Name:

Dates:

\* Please Attach a Stage Plot & Detailed Event Agenda with this form \*

Select any needs that you have below.

Available	Wireless Microphones	Needed
8	Hand-held	
18	Head-worn	
1	Ear-worn	
6	Lapel	
Available	Corded Microphones	Needed
10	Hand-held	
3	Hanging (Choir)	
4	Boundary	
<i>*Cannot exceed twenty (20) total wireless transmitters</i>		
	Spotlights	Operators
	Monitors	Hot Spots
	CD Player	DVD Player
	Computer	Digital Media
	Projector	Video Screen
	Baldwin 9' Grand Piano	
	Kawai 48" Studio Piano	
	Technics SXPR-51 Ensemble	

	Music Format
	Music Acoustical Shell
	Podium (stand-alone)
	Podium with Microphone (wireless)
	Intercom System for Stage
	Headsets for Intercom
	Music Stands On Stage
	Conductor's Podium
	Choir Risers (4-step)
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	Tables On Stage
	Tables Off Stage
	Chairs On Stage
	Tables In Lobby
	Chairs In Lobby
	Dressing Rooms
	Classrooms (approval required)

Notes / Instructions:

Stage Plot Attached

Event Agenda Attached

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Initial