



Lucas Theatre Rental Application

Name of Event	
Type of Event	
Name of Client	
Street Address	
City	
State	
Zip	
Phone	
Email	
Fax	
Website	

Requested:
Load in / Rehearsal(s):

Date	Time Start	Time End

Performance(s):

Date	Curtain Time

Is this event ticketed in any way? _____

Will your patrons be paying any admission? _____

Please list three venues in which you have presented events within the past year:

Venue	Manager	Phone Number

Each presenter is required to provide an insurance rider listing the Lucas Theatre as an additional insured for the following limits:

During the term of this License, Licensee shall keep in effect, with companies acceptable to Licensor and approved to write business in the State of Georgia, the following liability insurance:

I. Bodily injury coverage of at least One Million Dollars (\$1,000,000) combined Single Limit for personal injuries to or death of one or more persons in any occurrence caused or alleged to be caused by acts of omission or commission of Licensee or Licensor in connection with the Event.

II. Property damage coverage of at least Five Hundred Thousand Dollars (\$500,000) for property damaged or alleged to be damaged by Licensee or Licensor in connection with the Event.

Licensee shall furnish Licensor with a Certificate of Insurance evidencing the above at least ten (10) days prior to the Event and licensor shall be named as an additional insured upon said certificate.

Insurance Provider	Agent	Phone Number

Please provide a short description of your event:	

This document represents an application regarding rental of the Lucas Theatre and an inquiry about availability of dates.

This document is not a contract.

Any dates or productions discussed herein are not confirmed, booked, held or reserved. The dates and productions discussed herein may not be advertised or promoted until an application has been approved and all contracts for the venue and for ticketing have been signed and the required deposits have been paid.