

# HISTORIC WAIMEA THEATER

## SPECIAL EVENTS REQUEST FORM

FAX Form to 808-338-9117/Email: waimeatheater1@hotmail.com

Organization:	Date of Request:	Event/Invoice No.
Point of Contact:	Phone:	Fax:
Email:		
Event Summary:		

Event Date(s):	Time(s):	No. of Attendees: (250 Max Seating)
20____ 20____	AM/PM AM/PM	

<b>Event Requirements: 1M</b> <input type="checkbox"/> Movie Event Showing  <input type="checkbox"/> Current Feature Film (\$7.00 per person) <input type="checkbox"/> DVD/Blue Ray (\$50.00 Projection Fee)  <input type="checkbox"/> Snack Packs (\$7.00 per Pack) Small popcorn and small drink  <input type="checkbox"/> Snack Packs (\$9.00 per Pack) Small popcorn, small drink, Hot dog	<b>Event Requirements: 2E</b> <input type="checkbox"/> Live Event (Concert/Conference/Group)  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Podium</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Lighting</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Mic w/stand</td> <td style="border: none;"><input type="checkbox"/> Pipe &amp; Drape**</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Direct Input Box**</td> <td style="border: none;"><input type="checkbox"/> Tables(6' &amp; 5')</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> PA Mixer**</td> <td style="border: none;"><input type="checkbox"/> Folding Chairs</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Front House Speaker **</td> <td style="border: none;"><input type="checkbox"/> Risers</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Monitors **</td> <td style="border: none;"><input type="checkbox"/> Other**</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Key Board Stand **</td> <td style="border: none;"><input type="checkbox"/> Permits**</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> LCD/VCR</td> <td></td> </tr> </table> <p style="font-size: small;">** Equipment are additional cost, specialized equipment can be rented through Music Island Xpress 808-645-0996**</p>	<input type="checkbox"/> Podium	<input type="checkbox"/> Lighting	<input type="checkbox"/> Mic w/stand	<input type="checkbox"/> Pipe & Drape**	<input type="checkbox"/> Direct Input Box**	<input type="checkbox"/> Tables(6' & 5')	<input type="checkbox"/> PA Mixer**	<input type="checkbox"/> Folding Chairs	<input type="checkbox"/> Front House Speaker **	<input type="checkbox"/> Risers	<input type="checkbox"/> Monitors **	<input type="checkbox"/> Other**	<input type="checkbox"/> Key Board Stand **	<input type="checkbox"/> Permits**	<input type="checkbox"/> LCD/VCR	
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<b>Basic Event Fees:</b> Facility Rental (\$200/Hr, 3Hr Minimum) +\$100 addl Hrs (Rehearsal Rate \$25/Hr) Staffing (Ticketing) (Concessions/Setup/Cleanup) (Projectionist/Basic Sound Engineer) Equipment (Sound/Video equipment) **2E list  Trash Event Fee (\$125)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Other</th> <th style="width: 15%;">No Staff</th> <th style="width: 15%;">Hours</th> <th style="width: 15%;">Fees</th> <th style="width: 15%;">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>\$200/\$100</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$25</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$15</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$15</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$25</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$50</td> <td></td> </tr> <tr> <td style="font-size: x-small;">Int</td> <td style="font-size: x-small;">Date</td> <td style="font-size: x-small;">Check No</td> <td style="font-size: x-small;">Less Deposit:</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="font-weight: bold;">Total:</td> <td></td> </tr> </tbody> </table>	Other	No Staff	Hours	Fees	Total				\$200/\$100					\$25					\$15					\$15					\$25					\$50		Int	Date	Check No	Less Deposit:					Total:	
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Event Staffing Report Times			
Projection/Sound	Ticketing	Concessions	Sub-Contractor
AM/PM	AM/PM	AM/PM	AM/PM
AM/PM	AM/PM	AM/PM	AM/PM

Insurance Provider:	Policy Number:
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EVENT IS NOT CONFIRMED UNTIL A COMPLETED EVENT FORM IS SUBMITTED AND DEPOSITS ARE RECEIVED. HWT STAFF WILL CONFIRM EVENT.