

# HISTORIC WAIMEA THEATER

## SPECIAL EVENTS REQUEST FORM

**FAX Form to 808-338-9117**

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____	AM/PM	
20____	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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Basic Event Fees:					
Facility Rental (\$150/Hr, 3Hr Minimum) +\$100 addl Hrs (Rehearsal Rate \$25/Hr)				\$150/\$100	
Staffing (Ticketing)				\$25	
(Concessions/Setup/Cleanup)				\$15	
(Projectionist/Basic Sound Engineer)				\$15	
Equipment (Sound/Video equipment ) **2E list				\$25	
Trash Event Fee (\$125)				\$50	
	Int	Date	Check No	Less Deposit:	
				Total:	

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 RECIEVED. HWT STAFF WILL CONFIRM EVENT.