

WIMBERLEY PLAYHOUSE
USER INFORMATION FORM

Note: Preliminary inquiries about dates available for use of the Wimberley Playhouse may be made by calling the Facilities Manager at 512-632-7638. If the date you are requesting is available, User must complete this Form and mail it to Wimberley Playhouse, 450 Old Kyle Road, Wimberley, TX 78676. Upon review by the Wimberley Players, User will be informed in writing (e-mail or mail) of acceptance or non-acceptance of the application. On acceptance, the User must complete the User Agreement Contract and submit it with deposit by mail or by meeting with the Facilities Manager at the Playhouse.

By completing and submitting this Form, the User acknowledges acceptance of the Policies for Outside Users of the Wimberley Playhouse and all provisions of the User Guide,

About the User

Legal name of User_____

Authorized User Rep_____

User Address_____

Phone_____ E-mail_____ Website_____

Corporate Status of User: For Profit Non- Profit (Attach copy of 501(c)(3) IRS determination letter) Non-Profit requesting assistance beyond discounted rates
 Other User (Please describe):_____

Insurance as described in User Guide Yes No

About User Event

Event name_____ Event date(s) _____

General description of event_____

Number of participants or audience members expected_____

Number of cast/crew or presenters for the event_____

Documentation/Description of Event to be provided by User with this Form:

Outline Agenda Script Photos Video Website

Please note: additional information may be required.

User of Lobby/Green Room/Deck only

Please indicate your needs:

Lobby in front of Green Room curtain : Yes No

Full Lobby & Deck: Yes No

Concession Booth: Yes No

Box Office: Yes No

Optional Lobby & Green Room Furnishings currently available are listed below.
Please indicate your needs:

3 Folding tables 30" x 96" *Number needed:* _____

1 Folding table 30" x 72" *Number needed:* _____

40 Stackable, armless chairs. *Number needed:* _____

Upright Piano (in Green Room) _____

1 Poster Easel: _____

User of Eastwood Theatre & Lobby

Performance Event:

Date _____ Start time _____ End time _____

Intermission length _____

Production schedule:

Load in, Rehearsal/Technical/Sound Check

Date _____ Start time _____ End time _____

Strike:

Date _____ Start time _____ End time _____

Tech inventory

Lighting and sound equipment inventory is available from the Facilities Manager.
Please call 512-632-7638 or email adam@adamwitko.com

Signature of User's authorized representative: _____

Date _____

Event documentation materials enclosed or attached Yes No

All provisions of the Wimberley Players User Guide are subject to change without notice.
