



# The Arcada Theatre

105 E. Main St.  
St. Charles, IL 60174  
(630) 587-8400  
www.thearcada.com

## Arcada Theatre Rental Request Form

Date: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Show Day & Date (if possible, please give several choices):

\_\_\_\_\_

Show Times: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Type of Event:    Film            Production            Reception            Other: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

Event requires use a dressing rooms:            Yes            No

Sound & Lighting Requirements: \_\_\_\_\_

Is this Event:            Public            Private

Ticket Sales Method: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ (900 seat capacity)

Will you need security provided?            Yes            No

Mailing Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Day of Show Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

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