



Managed by REEL EAST TEXAS FILM FESTIVAL for CITY OF KILGORE

BOOKING FORM

Please complete and submit to RETFF via info@reeleasttexas.com or by mail to PO Box 2428, Kilgore, Texas 75662. You will be contacted by an events representative to complete your reservation.

APPLICANT INFORMATION

Name _____
Organization _____
Address _____
City _____ State _____ Zip _____
E-Mail _____
Phone _____

EVENT DETAILS

Type of Function _____
(i.e. Birthday Party, Class Reunion, Concert, Dinner, Fundraiser, Meeting, Wedding, Bazaar, etc.)

Setup (Circle One) Standing // Theater Seating // Banquet // Other

Event Description: _____

Schedule:	SETUP	DATE: _____	START TIME: _____	FINISH: _____
	EVENT	DATE: _____	START TIME: _____	FINISH: _____
	CLEANING	DATE: _____	START TIME: _____	FINISH: _____
	VACATE	DATE: _____	START TIME: _____	FINISH: _____

Est. Attendance: _____

ON-SITE CONTACTS

Please provide the names of two people who will be present at the event to interface with staff.

Name: _____ Phone: _____

Name: _____ Phone: _____

Users and designated on-site contacts must obey all directions or orders given by venue staff as to the management of the facility and functions being conducted.

September 2018

EVENT NEEDS

- Will the applicant (or anyone on his/her behalf) be providing food or drinks at the function? Yes () No ()
- Will the applicant (or anyone on his/her behalf) be selling food or drinks at the function? Yes () No ()
- Will alcohol be present at the function? (subject to TABC permitting and guidelines) Yes () No ()
- Will event involve open flame cooking? Yes () No ()
- Will the event require street closures? Yes () No ()
- Do you require tables provided by the venue? The venue has 15, 8-foot rounds available. Yes () No ()
If so, how many do you require? _____
- Do you require chairs provided by the venue? The venue has 125, red folding chairs available. Yes () No ()
If so, how many do you require? _____
- Do you require podium or lectern? Yes () No ()
- Do you require the use of the facilities audio equipment (speakers, sound board, etc.). Yes () No ()
- Do you require microphones? Yes () No ()
If so, how many do you require? _____
- Do you need Texan Theater to arrange a trained sound operator? Yes () No ()
- Do you require the use of Texan Theater's projector and screen? Yes () No ()

FIRE WATCH

A Fire Watch is required for all functions in the Texan Theater, arranged by RETFF in coordination with City of Kilgore. Fire watch attendants must be present at all times during a function and can have no other duties related to the event. The expense of the fire watch will be included in the event estimate based on an hourly rate.

DECLARATION

I am at least 21 years-old and affirm the above information is true and correct to the best of my knowledge, understanding a booking is tentative until confirmed by Texan Theater managers in writing.

Signature: _____

Date: _____

Name (print) _____

Please e-mail completed form to info@reeleasttexas.com. Mail to PO Box 2428, Kilgore, TX 75662. Call 818-915-2713 for more information.



September 2018