WILLIAMSBURG LIBRARY THEATRE APPLICATION
(515 SCOTLAND STREET, WILLIAMSBURG)

Arrival Time: ____________________ (This is the earliest you can get into the space)
Start Time: ____________________
Departure Time: ____________________

Theatre Rates:
___ Admission (applies if you are charging a fee to attend your event; not a donation)
___ Stage (applies if you are using the full auditorium and stage with projection screen)
___ Auditorium (applies if you are only using the auditorium without the stage area)

Additional spaces at the Williamsburg Library if needed:
___ Gallery – Standing room for 60
___ Patricia Schell Memorial Meeting Room – Seats 42 w/chairs only; 20 w/tables and chairs
___ Room B – Seats 20 w/chairs only; 16 w/tables and chairs
___ Room C – Seats 15 w/chairs only; 10 w/tables and chairs

--APPLICATION CONTINUES ON OTHER SIDE--
Equipment Needs:
(a flat per hour A/V charge covers all except the piano)

___ LCD Projector ___ Laptop ___ DVD/Blu-ray ___ Stage Lights ___ Podium

Microphones: ___ Lavalier ___ Wireless Handheld ___ Instrument Mic ___ Vocal Mic

How long will you use the theatrical equipment? _______

___ Piano ___ Tuning

Payment: 25% of the total is required within 10 days of application; balance no later than seven days before use

Cancellation:
No later than seven days before use

***APPLICATIONS WILL AUTOMATICALLY CANCEL AFTER 10 DAYS IF DEPOSIT IS NOT RECEIVED***

I have read and received a copy of the meeting room guidelines, and I accept responsibility as outlined.

The library may give out the contact name and telephone number to anyone inquiring about this program.

I/We will hold the Williamsburg Regional Library harmless for any damages to property and person while our group or organization uses the facilities.

Print name: ________________________________________________________

Signature: _________________________________________________________ Date: ___/___/______

___ Check if you would like an e-mailed copy of your completed reservation