

**Chattanooga Theatre Centre  
Day Time\* Special Event Contract**

**Date of Event** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Type of Event and Title** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ **fax** \_\_\_\_\_

**To reserve this date and facility, a \$200 refundable scheduling and damage deposit and contracts signed by the responsible party are required. All events must be paid in full 30 days PRIOR TO the event.**

**Refundable \$200 Deposit Required to Secure Date and Facility**

Date paid \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card \_\_\_\_\_

**Events must be held between the hours of 7:00 am and 4:00 pm.**

**Load in** \_\_\_\_\_ **Clear** \_\_\_\_\_

**Facility Requested – Minimum three (3) hour event. Rental includes sanitation and insurance fees.**

**MainStage Lobby**  
\$350 (\$100 per additional hour)

**Circle Lobby**  
\$250 (\$65 per additional hour)

**Rehearsal Room 1**

\$200 (\$50 per additional hour)

Rental Fee \_\_\_\_\_

**Equipment Rentals (includes set up and take down)**

8 ft. banquet tables with chairs # \_\_\_\_\_ @ \$12 Fee \_\_\_\_\_

5 ft. round tables with chairs # \_\_\_\_\_ @ \$12 Fee \_\_\_\_\_

**Total due 30 days ( \_\_\_\_\_ ) prior to event.** \_\_\_\_\_

**Renter** \_\_\_\_\_ **Date** \_\_\_\_\_ **CTC Staff** \_\_\_\_\_ **Date** \_\_\_\_\_

**See Special Event Coordinator for evening rates and times.**

Special Event Coordinator; 423.267.8538 X224