



## THE ARATANI JAPAN AMERICA THEATRE FACILITY BOOKING CHECKLIST

- Facility Use Application** submitted with a non-refundable deposit of \$500.00 per scheduled event to hold preliminary booking date(s).
- Theatre Rental Contract** signed and returned with a 50% non-refundable Base Rent deposit to guarantee the booking date(s).
- Technical Contract** with cost estimate, signed and returned 6 months prior to scheduled event.
- Front-of-House Contract** with cost estimate, signed and returned prior to scheduled event.
- Advanced payment of estimated charges** for rental services and equipment in Technical Contract and Front-of-House Contract, and balance of base rent received, at least 15 days prior to first scheduled event.
- Proof of Single Limit Public Liability Insurance** provided.
- Consignment of tickets** made to/from Box Office, if applicable.
- Backstage roster** of authorized personnel / artist provided.
- Final Invoice** received following performance(s).
- Final Payment** made.