



Reservation Form

Information on this form will be used by the Historic Ritz Theatre, Main Street Toccoa Staff, and City Officials to keep in contact with the presenter. The entries will be used to determine availability, assess rental needs, and estimate cost.

| Office Use Only | |
|--------------------------|-----------|
| Date Contacted: _____ | |
| Office Contact: _____ | |
| Date Deposit Paid: _____ | Ck# _____ |
| Date Final Pmt: _____ | Ck# _____ |

Organization: _____

Primary Contact: _____

Title (i.e. Director, Program Manager, Coordinator, Etc.): _____

Organization Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Primary Contact Telephone: (____) _____ **Secondary:** (____) _____

Email: _____

| EVENT INFORMATION | | | |
|---|--|--------------------|----------|
| Dates Requested: | | | |
| Type of Event: | | | |
| Doors Open: | <small>*we suggest one hour before show*</small> | Start Time: | |
| | YES | No | # Needed |
| Microphones @ \$5 each x amount needed | | | |
| The Baby Grand Piano @ \$150 per day | | | |
| Projection System @ \$100 per day | | | |
| Rehearsals w/out sound tech @ \$200 per day | | | |
| Rehearsals w/ sound tech @ \$400 per day | | | |
| OFFICE USE ONLY | | | |
| Rental Fee: | | | |
| Rehearsals: | | | |
| Cleaning Fee (multiple day use): | | | |
| Add-Ons: | | | |
| | | | |
| TOTAL: | | | |

*Please make checks payable to **City of Toccoa** and mail to: **Main Street Toccoa**
92 N Alexander St. Toccoa, GA 30577