

Sherwood Center Permit Modification Form

PERMIT # _____ EVENT NAME: _____ DATE(of event): _____

MODIFICATION TO RESERVATION:

_____ CHANGE MY DATE to: _____

_____ ADJUST THE HOURS the following SPACE/s: _____ FROM: _____ TO: _____

_____ ADD the following SPACE/s: _____ FROM: _____ TO: _____

_____ CANCEL MY PERMIT: *Initials* _____ (MUST be approved by management)

_____ ADD OR REMOVE A LA CARTE: Please mark the number needed for all that apply:

ADD#	REMOVE#	PERFORMANCE SPACE ONLY	#Available	COST
		Baby Grand Piano Tuned	1	\$280
		Baby Grand Piano without Tuning	1	\$75
		Ceiling Projector _____ A _____ B	1	\$25
		Ceiling Projection Screen _____ A _____ B	1	\$25
		Flat Screen TV in Foyer	1	\$50
		Microphone Handheld _____ A _____ B	4	\$25 each
		Microphone Lapel _____ A _____ B	4	\$25 each
		Microphone Tabletop _____ A _____ B	4	\$25 each
		Audio Jack Socket _____ A _____ B	1	\$50
		A/V Package (Audio Jack Socket, 1 Projector and Screen, 2 Handheld Mics, and 2 Lapel Mics)	1	\$150
		Alcohol Charge (Half Performance Space)	1	\$150
		Alcohol Charge (Full Performance Space)	1	\$300
REHEARSAL SPACE ONLY				
		Ceiling Projector	1	\$25
		Ceiling Projection Screen	1	\$25
		Handheld Wireless Microphone	1	\$25
		Lapel Microphone	1	\$25
		Audio Jack Socket	1	\$50
		A/V Package (Audio Jack Socket, Projector and Screen, 1 Handheld Mic, 1 Lapel Mic)	1	\$100
ART ROOM ONLY				
		Samson Expedition Express Speaker	1	\$50
OTHER A La Carte Equipment				
		Boston Upright Piano Tuned	1	\$280
		Boston Upright Piano without Tuning	1	\$75
		Portable Projector	1	\$25 each
		Portable Projection Screen	1	\$25
		Early Drop Off	1	\$50
		Late Pickup/Storage	1	\$50
TOTAL CHARGES or REFUND			\$	

The applicant will use the premises exclusively for the use stipulated in this form and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.

COURT ENFORCEMENT The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Stacy C. Sherwood Community Center including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.

PAYMENT AND RESERVATION This agreement, accompanied by fee, must be signed by the applicant and approved by the City of Fairfax before the reservation can be confirmed.

SIGNATURE: _____ **DATE:** _____