

SCSCC Permit Modification Form

Permit #: _____

Event: _____

Date: _____

I would like to:

- Change the date of my reservation to _____.
- Adjust the hours of my reservation of the _____ such that it takes place from: _____ to _____.
- Add the following space/s to my permit _____ from: _____ to: _____.
- **Add or remove** (circle one) A La Carte Equipment to my permit. Please mark the number needed for all that apply.
- Cancel my permit (MUST be approved by management): Initials : _____

✓	<u>A La Carte Equipment (Performance Space Only)</u>	<u>#Available</u>	<u>Cost</u>
	Baby Grand Piano Tuned	1	\$225
	Baby Grand Piano without Tuning	1	\$75
	Ceiling Projector (Side A)	1	\$75
	Ceiling Projection Screen (Side A)	1	\$25
	Ceiling Projector (Side B)	1	\$75
	Ceiling Projection Screen (Side B)	1	\$25
	Handheld Wireless Microphone	2	\$25 each
	Lapel Microphone	2	\$25 each
	Audio Jack Socket (Side A)	1	\$50
	Audio Jack Socket (Side B)	1	\$50
✓	<u>A La Carte Equipment (Rehearsal Space Only)</u>	<u>#Available</u>	<u>Cost</u>
	Ceiling Projector	1	\$75
	Ceiling Projection Screen	1	\$25
	Handheld Wireless Microphone	1	\$25
	Lapel Microphone	1	\$25
	Audio Jack Socket	1	\$50
✓	<u>A La Carte Equipment (Art Room Only)</u>	<u>#Available</u>	<u>Cost</u>
	Samson Expedition Express Speaker	1	\$50
✓	<u>Other A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
	Boston Upright Piano Tuned	1	\$225
	Boston Upright Piano without Tuning	1	\$75
	Section of Stage (4' x 8')	12	\$50 each

	Portable Projector	2	\$75 each
	Portable Projection Screen	1	\$25
	Portable Flat Screen Monitor	1	\$100
	Laptop HDMI	2	\$25 each
	Amplified Podium with Microphone	1	\$50
	Tabletop Podium with Microphone	1	\$25
	Flat Screen TV in Foyer	1	\$50
	90" Round Tablecloth (Patterned Gold)	Plenty	\$12 each
	90" Round Tablecloth (White)	Plenty	\$12 each
	120" Round Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	60" x 104" Rectangular Tablecloth (Patterned Gold)	Plenty	\$12 each
	60" x 104" Rectangular Tablecloth (White)	Plenty	\$12 each
	90" x 132" Rectangular Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	Coffee Urn (Makes up to 55 Cups)	4	\$20 each
	Stanchion Set (2 Chrome Posts with 8' Rope)	8 sets	\$15 per set
	Early Drop Off/Storage/Pickup	N/A	\$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:

_____ |
