



## Party Room Reservation

Please fill out this form and bring it into the Theatre Manager

Party Type: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### Office Use Only

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Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Payment: \_\_\_\_\_