

Riverside Theatre Works Facilities Rental Form

45 Fairmount Avenue • Hyde Park, MA 02136 • PHO 617-361-7024 • FAX 617-361-3176

Thank you for your interest in using our historic facilities. Please complete this form and return it to the address or FAX number above. Requests are handled on a first come, first served basis.

Date of Request: _____

Name of Event: _____

Description of Event: _____

Sponsoring Organization: _____

Address: _____

Phone: _____

Contact Person: _____

Email: _____

Phone: _____

Event Date: _____

Estimated Attendance: _____

Actual Event Time: From/To: _____

Entrance Time: _____

Exit Time: _____

Types of Spaces Needed:

____ Theatre (lounge available)

____ Dance Studio

____ Other (please describe)

Indicate Needs (check all that apply):

____ Food Service

____ A/V Service

____ Event Planning

____ Entertainment

____ Decor

____ Transportation

____ Parking