

South Pittsburg Parks and Recreation

Princess Theatre Marquee Reservation Form

Please mail form, along with payment, to P.O. Box 705, South Pittsburg, TN 37380
Forms and payment may also be dropped off at City Hall or the Parks and Recreation Department Office (315 Elm Ave.).

All reservations must be made within seven (7) working days prior to rental date and paid in full.
Reservations are taken on a first-come, first-serve basis.

Name _____ Today's Date _____

Street Address _____ City _____ Zip _____

Phone (Home) _____ (Work) _____

(Cell #) _____ E-mail _____

Name of Organization or Group (if applicable) _____

Date of Rental _____ to _____

Marquee Policies

- Parks and Recreation Department events and announcements will take priority over any request from other organizations.
- It is prohibited to rent the marquee for political campaigning or any other political means.
- Due to limited space, the Parks and Recreation Department reserves the right to manipulate the message in order to best fit the marquee.
- The Parks and Recreation Department reserves the right to cancel any rental at any time with or without notice.
- All rental requests must be made in writing seven (7) business days before the first day of rental.
- All rental requests must be paid in full seven (7) business days before the first day of rental.
- The rental is only valid for seven (7) days, including weekends.
- Organizations may only rent the marquee for three (3) consecutive weeks.

Write your message on the lines provided below. Only one character per line and include spaces by skipping lines. Please write your message as you would want it to appear on the marquee.

I have read, understand, and agree to the guidelines and regulations stated in the marquee policy section.

Renter's Signature: _____ Date: _____

SPRD Representative Signature: _____ Date: _____