

THE TABARD *Theatre Company*

RENTAL DEPOSIT FORM

Date of Deposit: _____ **Client** _____

Deposit on Account Payment In Full Event _____

	<u>Cash</u>	<u>Checks</u>	<u>Charge</u>	<u>Total</u>
Theatre Rental	\$ _____	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Equipment Rental _____	\$ _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____	\$ _____
Technical & Event Staff	\$ _____	\$ _____	\$ _____	\$ _____
Food & Beverage	\$ _____	\$ _____	\$ _____	\$ _____
9.25% Food & Bev. Sales Tax	\$ _____	\$ _____	\$ _____	\$ _____
Total Food & Beverage	\$ _____	\$ _____	\$ _____	\$ _____
Deposit Totals	\$ _____	\$ _____	\$ _____	\$ _____
Bank Deposit	\$ _____		Initial _____	

INSTRUCTIONS:

1. Fill out top of form and record receipts for all categories.
2. Total and initial amounts.
3. Carefully count cash and reconcile with totals.
4. Fill out deposit slip and clip to form.
5. Place form checks and cash in deposit bag for delivery to bank.
6. After depositing, staple receipt horizontally to back of form.
7. Return to treasurer/accounting.