

**The Park Theater Trust Application for Park Theater Marquee Sign Board**  
**This form must be printed, completed, and submitted by mail with a check in full payment to**  
TPTT, P.O. Box 1624, Lafayette, CA 94549

**APPLICANT INFORMATION**

Applicant Category:  City of Lafayette  
 Lafayette Chamber  
 Lafayette Non-Profit Organization  
 Community Member

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

Date of Event Being Promoted: \_\_\_\_\_

Name of Main Contact: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website (optional): \_\_\_\_\_

Tax ID number (non-profits only): \_\_\_\_\_

**REQUESTED CONTRIBUTIONS**

- **Non-Profits:** A contribution of \$300.00 is requested, payable by check and due upon application. If the message is not approved, the contribution will be returned. If an approved messaged event is cancelled within 10 days of the scheduled event, a refund will be issued. The approved message will be posted for one week prior to the event.
- **Community Members:** Approved messages will be posted for a minimum of 3 days and a maximum of 7 days. A contribution of \$100.00 per day is requested, payable by check and due upon application. If the message is not approved, the contribution will be returned. If an approved message is cancelled within 10 days of the scheduled event, a refund will be issued.
- Note that no other good or services will be provided for the contribution and the contribution is fully deductible according to IRS guidelines.

## MESSAGE INFORMATION

Describe the reason/purpose of your message:

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Date Range for Display

First Choice:                      Begin \_\_\_\_\_ End \_\_\_\_\_

Second Choice (optional):    Begin \_\_\_\_\_ End \_\_\_\_\_

What is the message? (Must be less than sixty characters)

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**TPTT will do its best to accommodate your request. A confirmation of either acceptance or rejection will be sent to the email address designated in the application. If the message is not approved, the contribution will be returned. If an approved message is cancelled within 10 days of the scheduled event, a refund will be issued.**

Please email [tracey@parktheatertrust.org](mailto:tracey@parktheatertrust.org) with any questions.