

Liberty **P**erforming **A**rts **T**heatre

LPAT.org • 1600 S Withers Rd, Liberty, MO 64068 • 816-439-4371

Schedule of Due Dates For Rental Events
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Item	Description	Sent to You	DUE DATE
Date Request Form	A simple form which indicates your interest in certain dates, and provides us with your contact information	Available anytime on the LPAT.org website, or by fax upon request	Due whenever you desire specific dates (even years in advance); but no less than five weeks in advance
LPAT Use License	The “contract” which books your dates and defines the LPAT rules	Sent a few days after receiving your completed Date Request Form	Due about two weeks after the License is sent out
Reservation Deposit	The advance payment which guarantees that we will block-out anyone else who wants your reserved dates	(Request sent with the License)	Due with the License
Tickets Setup Form	Provides us with information needed to place tickets on sale to the general public	Sent with the License; or, available anytime on LPAT.org	Due whenever you wish to sell tickets (once the Reservation Deposit has been paid)
Production Schedule Form	Provides us with the specific details of your event: timing, activities, audio, lighting, equipment, personnel, etc.	Sent about seven weeks before the first day of your event	Due no later than three weeks before the first day of your event
Confirmation Letter	A verification that we have correctly entered your Schedule information in our calendar system	Sent a few days after we receive your Production Schedule	(n/a)
Estimated Invoice Payment	A pre-event bill, based on the information provided in your Production Schedule	(Request sent with the Confirmation Letter)	Due about four business days before the first day of your event
Final Balance Due Payment	An exact post-event invoice, based on your actual usage of facilities, equipment, services and staff	Sent a few days after the last day of your event	Due about two weeks after sent out (if the estimate was an <i>overpayment</i> , we will refund the difference)