



ASSISTIVE LISTENING/AUDIO DESCRIPTION DEVICES REQUEST FORM

NAME OF ORGANIZATION:

NAME OF EVENT:

EVENT DATE:

ORGANIZATION CONTACT NAME AND TITLE:

CONTACT PHONE:

CONTACT EMAIL:

How many individual headsets/receivers are you requesting?

PICK UP DATE:

RETURN DATE:

Organization is responsible for picking up and returning Assistive Listening Devices at NJ Rep's West End Arts Center located at 132 West End Avenue in Long Branch, NJ

Please Note: The organization borrowing the equipment agrees to the following:

- Pick up will be arranged and scheduled at least 10 days in advance of event.
- All headsets/receivers and transmitters are in working order.
- Organization will supply AA rechargeable batteries for the headsets.
- All equipment must be returned in the same condition they are received.
- The organization is financially responsible for any damages to any of the devices.
- All devices will be returned within one week after the event date.

I understand and agree to the conditions noted above.

Digital Signature

Please return this completed form to John McEwen jmcewen@njtheatrealliance.org and Kat Lily, NJTA Access Coordinator at klily@njtheatrealliance.org