New Jersey Theatre Alliance
Supporting Theatre ▪ Engaging Audiences

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

This equipment requires connection to a sound board to operate. New Jersey Theatre Alliance staff are unable to provide technical assistance for setup or troubleshooting.

There is a $250 non-refundable equipment fee for non-member organizations, due before pickup.

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. Batteries must be removed before devices are returned.
- 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**