

0-14

Cappiello, Diane

From: Frain, Virginia
Sent: Wednesday, April 06, 2016 8:17 AM
To: Cappiello, Diane
Subject: FW: union high school auditorium rental

Hi Diane,

Please add this to the April 19th agenda for board approval.

Thank you,

Ginger Frain
Operations & Maintenance Secretary
Township of Union Board of Education
2369 Morris Avenue
Union, NJ 07083
908-851-6426
908-851-9688 Fax

-----Original Message-----

From: Shobha Jacob [<mailto:jacobshobha@hotmail.com>]
Sent: Tuesday, April 05, 2016 8:26 PM
To: Frain, Virginia
Subject: union high school auditorium rental

Dear Ms Frain,

I represent Mitrahs, an organization that promotes Indian art and culture. We are an organization based in New Jersey and this is our 3rd year providing this entertainment to the community. Purpose is to promote Indian arts in different forms- drama, dance and music on one stage. There will be approximately 30- 35 artist this year.

We would like to rent the Union High School Auditorium on September 10th 2016. for "Mitrahs Festival 2016" for 10 hrs. and a class room/ any room near the auditorium for green room.
3 rectangular tables
20 chairs

Program schedule:
Set-up and rehearsals 1- 5 pm.
Mitrahs Program 6 -9:30pm
Conclusion and clean- up 9:30-11 pm

we would need the assistance of-
Audio visual tech
Custodian
Security
fire marshal (as advised) as we will be using the Haze machine.

We will provide you with the Liability insurance as required by the school.

If you or the school board need any further information to process this rental application please feel free to contact me by email or Phone.

We are looking forward to performing in your beautiful, state of the art auditorium.

Thank you

Shobha Jacob

(973) 931-4338

jacobshobha@hotmail.com