

**Rossland Council for Arts & Culture**  
**Sound System Rental Request Instructions**

1. Read through the RCAC **Sound System Policy** on the back of the Sound System Rental Request and Contract Form.
2. Fill out the **Rental Request** section in the top portion of the Sound System Rental Request and Contract Form.
3. Sign and Date the **Renter's Declaration**.
4. **Submit** the **Form** to the Rossland Council for Arts and Culture. Requests will not be taken by phone. **Do not submit fees** at this time.

**By mail :** RCAC  
Attention: Performance Committee  
P.O. Box 405  
Rossland, BC, V0G 1Y0

**By hand:** The Rouge Gallery  
Attention: Performance Committee  
2123 Columbia Ave.  
Rossland

**Electronically:** unavailable at this time

5. Requests will receive a response within 5 days of submission.
6. Should your Request be approved, you will be advised on whom to contact as an RCAC Approved Sound Technician.
7. The RCAC Sound System cannot be run without a Sound Technician, however, all hiring negotiations and associated costs are the responsibility of the renter.
8. Once the RCAC has received confirmation from the assigned Sound Technician, you may remit your Rental Fee and Damage Deposit by mail or by hand as above.