



Rental Questionnaire

This form is for new customers or for an event requiring new set-up or technical needs.
It must be completed and signed before a contract will be issued.

Date: _____

Name: _____

Organization name: _____

Address: _____

Applicant is (circle): individual corporation promoter nonprofit

Phone: _____

Email: _____

Event title/performance detail: _____

Date(s): _____

Load in time: _____

Load out time: _____

Event begins: _____

Event ends: _____

Venue(s) required (circle): Theater Lobby Green Room Dressing Rooms Gallery

Type (check all that apply):

- Musical performance (ticketed)
- Theatrical performance (ticketed)
- Lecture/speaker (ticketed)
- Film screening (ticketed)
- Corporate event/meeting (with AV, sound, special lighting, ticketed)
- Reception (lobby only non-ticketed)
- Fundraiser/benefit (ticketed)
- Fundraiser/benefit (non-ticketed)
- Private party--shower, birthday, wedding reception, etc. (non-ticketed)
- Corporate meeting (no AV, sound/ lighting needs, non- ticketed)
- Church service
- Gallery rental
- Other description: _____

Anticipated attendance: _____

Ticketed: Y / N

*Fee of Box Office Setup (Eventbrite) ticketing: \$150.00/ \$110.00 nonprofit rate to be assessed for New Spire Arts service

Admission charge: _____

On sale date: _____

All requests for technical equipment, facilities or services must be made **at least 8 weeks** prior to rental. Any requests made after the 8-week window may or may not be provided at the discretion of the Facility Manager or Technical Director.

Do you have a technical rider for your event? Y / N

Who is your technical/production contact person?

Name: _____

Phone: _____

Email: _____

Dressing rooms: Y / N

Male cast # _____

Female cast # _____

Lighting needs: (additional charges may apply)

Design- Y / N

Operator- Y / N

Follow spot- Y / N

Sound needs: (additional charges may apply)

Sound designer- Y / N

Sound operator- Y / N

Please provide sound technical rider, or as much detail as possible:

- Handheld microphones (\$10 per hour each)
- Wireless microphones (\$20 per hour each)
- Microphones stands
- Area microphones
- CD player
- iPod
- Laptop
- Clearcom- 3 station max (\$15 per hour)

AV Needs:

- Projection (\$20 per hour)
- Screen
- Video/media recording

Set specifications:

Prop specifications:

Costume specification:

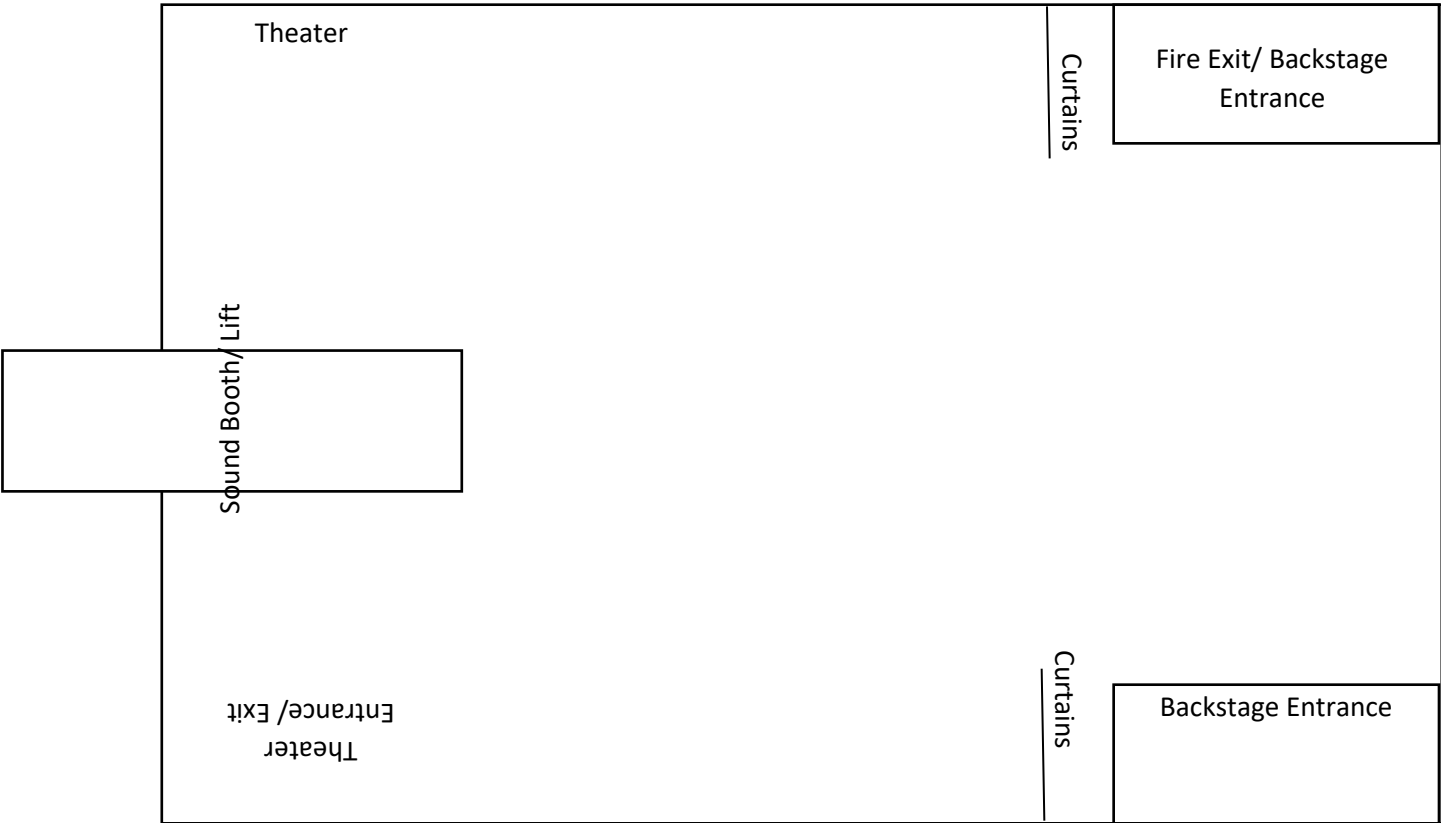
Wi-Fi needs:

Theater/Stage Needs:

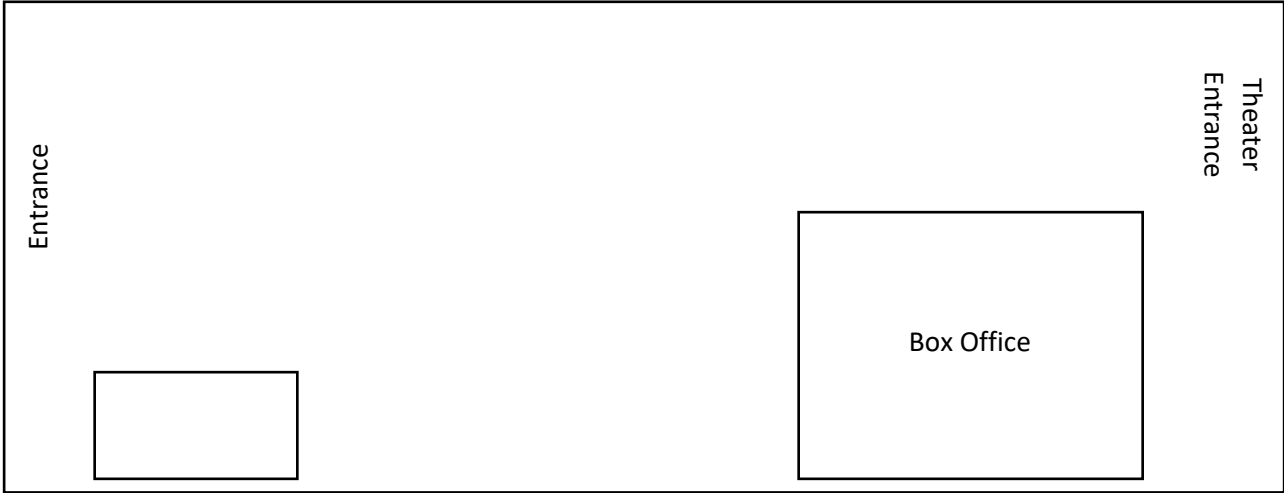
- Lectern (\$15 per hour)
- Chairs
- Tables
- Music stands (\$5 each)
- Piano (\$25 per hour)
- Piano tuning (\$75)
- Marley floor (\$300)
- Approximate size of stage space
- Scrim
- Curtains legs, curtains main
- Stage Manager
- Stagehands (\$25 per hour each)

Please indicate in as much detail as possible your desired seating and stage arrangements in the space(s) below:

Theater



Lobby



Patron/audience needs:

Tables: _____

Chairs: _____

Risers: _____

Front of House:

Ushers- Y / N, # Needed: _____

Ticket Takers- Y / N :
Needed: _____

Box Office personnel- Y / N

Ticketing service- Y / N

Merchandise sales- Y / N
Program distribution- Y / N
Media table(s)- # _____

Poster/banner display(s)- Y / N
Pre-post reception- Y / N

Food Service: Y / N

Will you be serving alcohol? Y / N To the public at a fee? Y / N

Catering kitchen- Y / N

Additional:

My signature indicates I have understood all the rental/use of goods/services that may involve additional charges invoiced and that any request made less than 8 weeks prior to an event may or may not be provided at the discretion of New Spire Arts.

Licensee: _____

NSA: _____

Date: _____

Date: _____