



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.**

Today's Date: _____

Name: _____

Organization name: _____

Address: _____

Applicant is (circle): individual corporation promoter nonprofit

Phone: _____

Email: _____

Event title/performance detail: _____

Date(s): _____

Set-up time starts at: _____

Event begins: _____

Event ends: _____

Clean-up time finished by: _____

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

Type (check all that apply):

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

Anticipated attendance: _____

Box Office:

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 Manager or Technical Director.

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

If yes, who is your technical/production contact person?

Name: _____

Phone: _____

Email: _____

Lighting Needs: (additional charges may apply)

*If you have specific lighting requests in the Ausherman Theatre it is important you communicate these as early as possible. This may include a full lighting design and timing plot and, in most cases, will require a lighting designer and operator at an additional charge. We can offer several preset lighting color designs that come at no additional charge. Please ask us for the latest details.

Design- Y / N

Operator- Y / N

Follow spot- Y / N (requires platforms for follow spot operators to be set up in the House, which may decrease your seating capacity)

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 (stands are included in the fee if microphone is required)
- Area microphones (please enquire)
- CD player
- Bluetooth Speaker (New Spire Arts has 2, can connect to a smartphone)
- Clearcom- 3 station max (\$15 per hour)

AV Needs:

- Projection (\$125 flat fee)
- Screen
- Video/media recording

Wi-Fi needs:

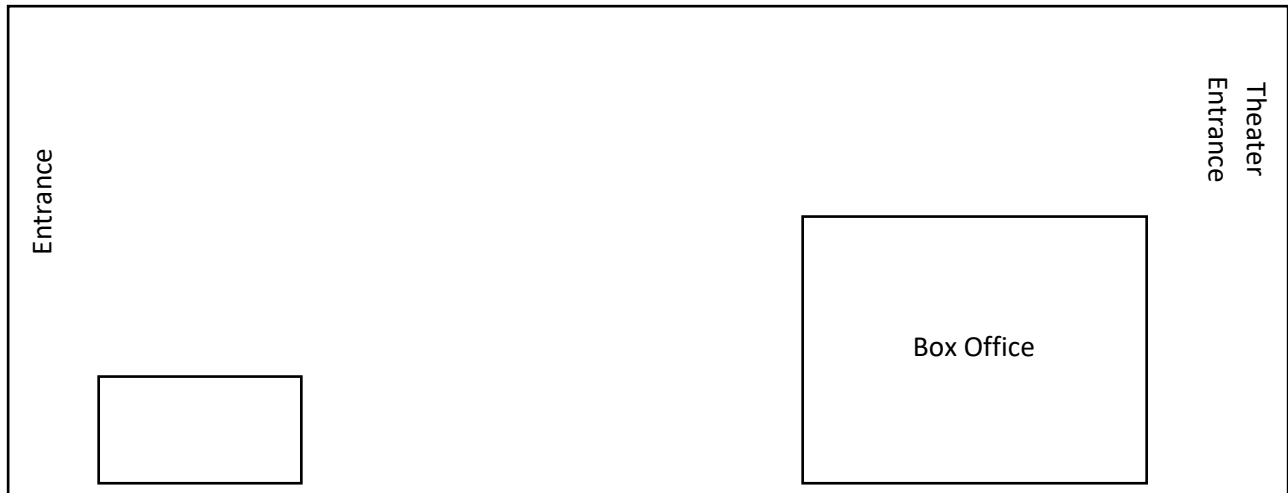
Theatre/Stage Needs:

- | | |
|---|--|
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Marley floor (\$300 flat fee + \$25 per hour labor. Please enquire) |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Approximate size of stage space |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Scrim |
| <input type="checkbox"/> Music stands (\$50 flat rate for up to 30) | <input type="checkbox"/> Curtains legs, curtains main |
| <input type="checkbox"/> Piano (\$125 flat fee) | <input type="checkbox"/> Stage Manager** |
| <input type="checkbox"/> Piano tuning (\$75 flat fee) | <input type="checkbox"/> Stagehands** |

**Enquire for fee of Stage Manager & hands

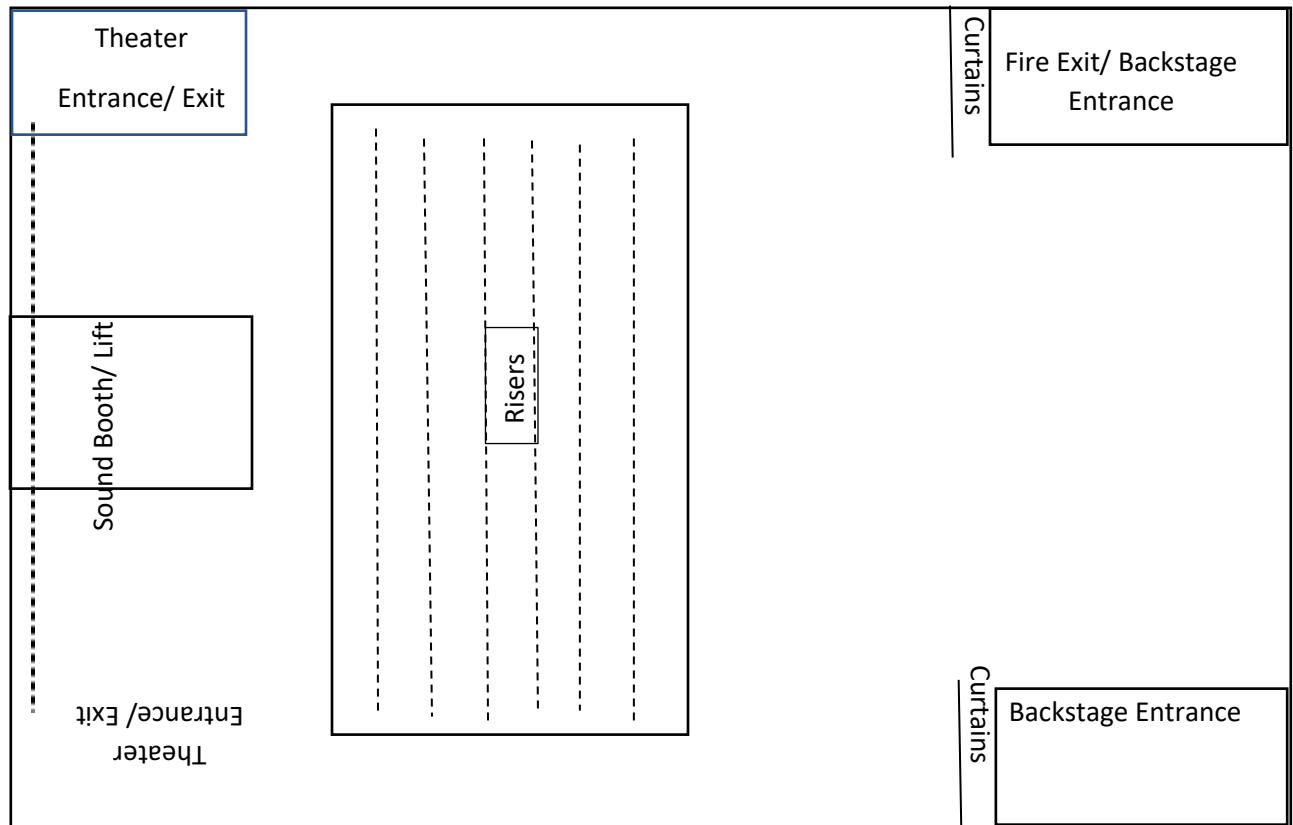
Please indicate in as much detail as possible your desired seating and stage arrangements in the space(s) below:

Lobby



Theatre

*The Ausherman Theatre is a hybrid black box space. Our lighting grid, sound system, projection system, and curtains are designed and set up around a clear 'stage area' and we have organized the house in such a fashion (with risers) to accommodate up to 200 people. **If you are requesting that the risers be moved, you must provide the crew to move them and then restore them after your event. These moves must occur in a time to not impact other events. New Spire Arts will provide a person familiar with risers to act as a facilitator.**



Patron/Audience Needs:

Tables: _____

Chairs: _____

Risers (see above): _____

Additional:

Dressing rooms: Y / N

Male cast # _____

Female cast # _____

Set specifications:

Prop specifications:

Costume specifications:

Front of House:

*If required, please enquire about availability and fees

Ushers- Y / N, # needed:

Ticket Takers- Y / N :

Needed: _____

Merchandise sales- Y / N

Program distribution- Y / N

Media table(s) number-

Poster/banner display(s)- Y / N

Pre/ post reception- Y / N

Food Service: Y / N

Will alcohol be served? Y / N

If yes please circle one: Cash Bar I will cover the tab

Catering Kitchen Y / N I will be providing a Bartender** Y / N

*Please note all alcohol **must** be sold by New Spire Arts. Our space is licensed for **Beer & Wine ONLY**. If you have any specific requests, please let us know ahead of time and we will do our best to accommodate. **BYOB is NOT allowed.***

**If the renter is supplying a bartender they must be Safe Alcohol Service Certified by the liquor board and provide a copy of their certificate to the venue. New Spire Arts can provide a SAS certified bartender for a \$60 fee. **

Any Additional Information?

New Spire Arts Rental Questionnaire

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: _____

As of Date: _____

As of Date: _____