



Rental Questionnaire

Completion of this inquiry form does not secure a date for your event at New Spire Arts. Your event date is not secured until a contract has been fully executed. All renters are required to provide a Certificate of Insurance listing the City of Frederick as additional insured upon completion of a contract. New Spire Arts reserves the right to not proceed with a rental contract if the proposed event is deemed inappropriate, unsafe, or not in keeping with the mission of New Spire Arts.

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

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)
- Corporate event/ meeting (no AV, sound/ lighting needs)
- Reception
- Fundraiser/benefit. Specify: ticketed / nonticketed
- Private party--shower, birthday, wedding reception, etc.
- Church service
- Other description: _____

Anticipated attendance: _____

Box Office*:

Ticketed: Y / N

New Spire Arts to Handle Ticketing* Y / N

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, applicable only in the theatre)

*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 as much detail as possible:

- Handheld microphones
- Wireless Handheld microphones*
- Microphone stands
- Bluetooth Speaker (New Spire Arts has 2, can connect to a smartphone)

Starred Items (*) have an additional cost associated with them, please see the chart at the end of the questionnaire for a more detailed breakdown

AV Needs:

- Projection*
- Screen

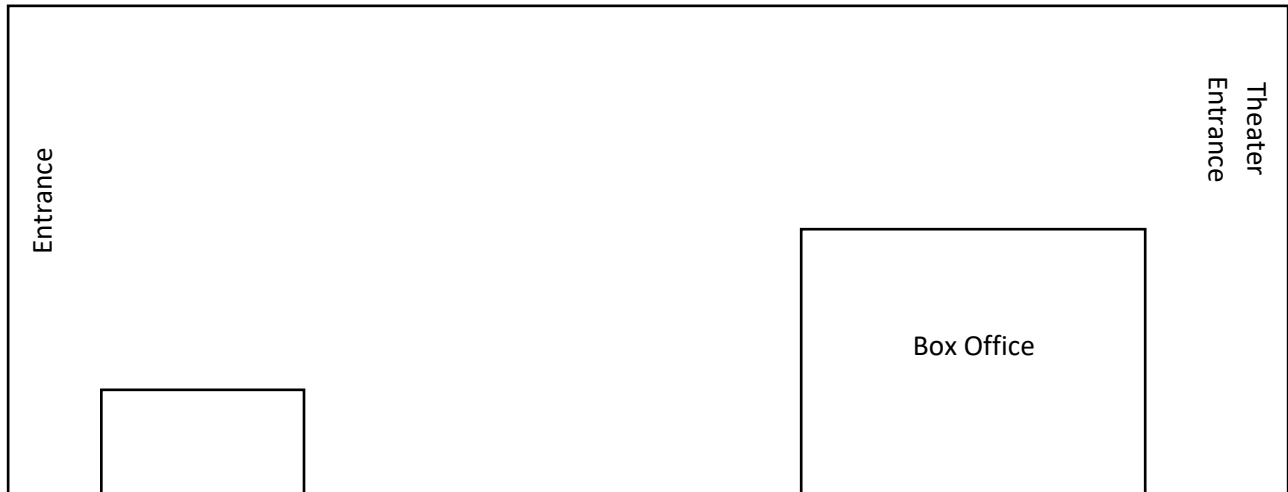
Wi-Fi needs:

Theatre/Stage Needs:

- | | |
|--|---|
| <input type="checkbox"/> Lectern* | <input type="checkbox"/> Scrim |
| <input type="checkbox"/> Chairs* | <input type="checkbox"/> Curtains legs, curtains main |
| <input type="checkbox"/> Tables* | <input type="checkbox"/> Stage Manager* |
| <input type="checkbox"/> Music stands (New Spire Arts has 5) | <input type="checkbox"/> Stagehands* |
| <input type="checkbox"/> Piano* | |

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

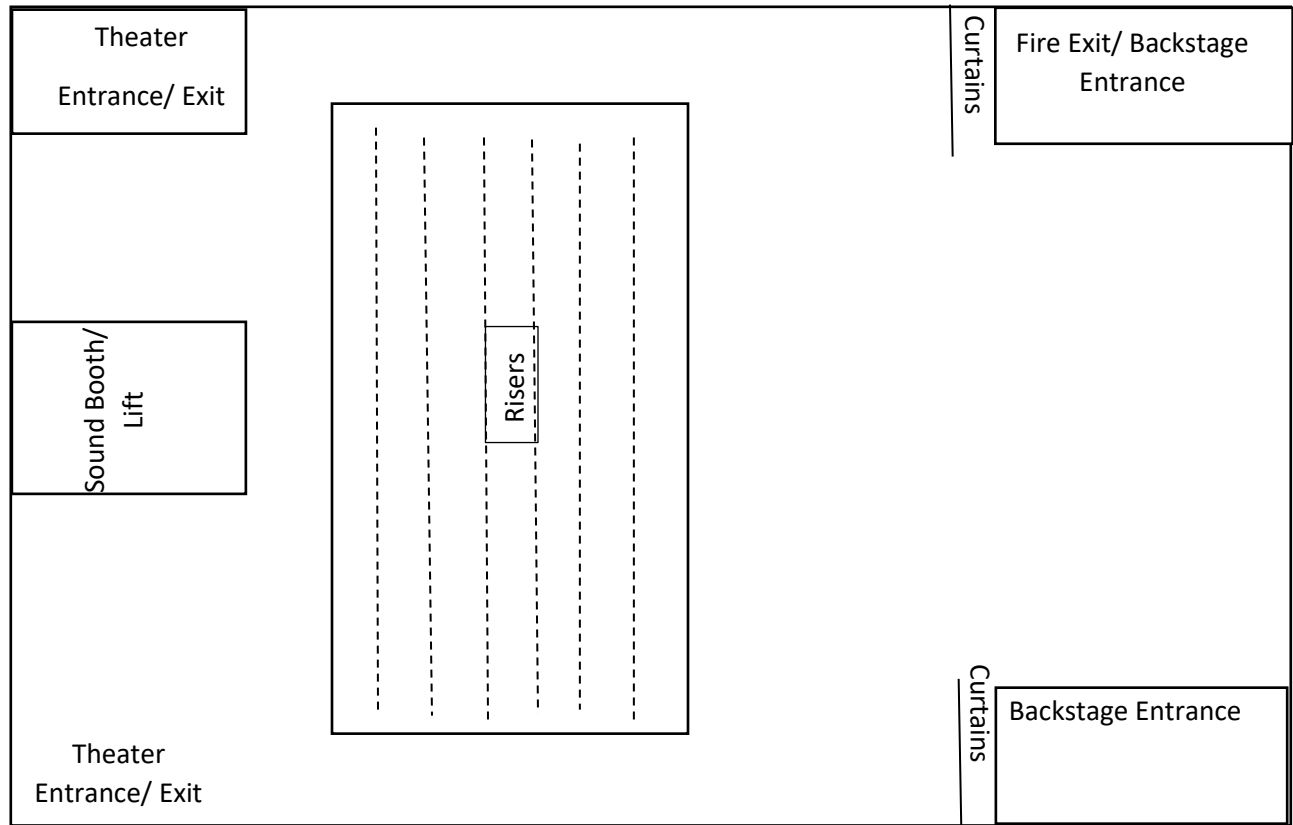
Lobby



Starred Items (*) have an additional cost associated with them, please see the chart at the end of the questionnaire for a more detailed breakdown

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. **There will be a \$400 fee to move the risers.**



Patron/Audience Needs:

Tables*: _____

Chairs*: _____

Risers (see above): _____

Additional:

Starred Items (*) have an additional cost associated with them, please see the chart at the end of the questionnaire for a more detailed breakdown

Dressing rooms (NSA has two available) : Y / N

Front of House:

*If required, please enquire about availability

Ushers- Y / N, # needed: _____

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?

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: _____

Starred Items (*) have an additional cost associated with them, please see the chart at the end of the questionnaire for a more detailed breakdown

New Spire Arts Rental Questionnaire

Equipment	Standard	Non-Profit	Notes
STAGE EQUIPMENT			
Towels	5.00	5.00	each (\$10 if not returned)
¹ Chair-Cushioned (25)	5.00	5.00	each
¹ Chair- Metal (50)	3.00	3.00	each
¹ Table	10.00	10.00	each
¹ Podium	25.00	25.00	
Use of Marley floor	155.00	115.00	
STAGE LIGHTING			
¹ Spotlight Rental	155.00	135.00	Must be scheduled 30 days in advance. 2 available
Lighting Booms (8)	136.00	136.00	
AUDIO			
Monitor System	50.00	20.00	Per mix/per wedge
Monitor Console	250.00	250.00	
Additional JC Wired Mics	10.00	10.00	each
Wireless Mic Packs	10.00	10.00	Per pack
9 Volt Batteries for Wireless Mics	2.00	2.00	each
EAW LA 212 Monitor Speakers	25.00	25.00	each
VIDEO EQUIPMENT			
DVD Projector	150.00 for first day	150.00 for first day	50.00 each additional use
PIANO			
² Piano set-up and tuning	175.00	135.00	
USE OF BAR			
Beer/Wine/Liquor			1.5 times wholesale price per bottle for Open Bar
MARQUEE			
Single Line on Marquee	0	0	
Each Additional Line	68.00	68.00	
PERSONNEL			
Bartenders	60.00	60.00	Each
Scheduling of Additional Stage Technicians	\$25.00/hr	\$25.00/hr	Hourly with a four minimum
Sound Engineer	\$35/Hour	\$35/Hourly	Hourly with a four minimum

New Spire Arts Rental Questionnaire

TICKETING

Ticketing Fees	Standard	Non-Profit	Notes
Ticket Printing Fee	.35	.30	Per ticket, regardless of face value
Building Restoration Fee	.50	.50	Per ticket, regardless of face value
Fuel Surcharge	.25	.25	Per Ticket, regardless of face value
Box Office Set-Up	100.00	55.00	
Set-up of subscription sales services	25.00	25.00	Per series
Maintenance of subscription sales services	5.00	5.00	Per transaction
Consignments ¹	25.00	25.00	Per consignment location
Mailing charge	5.00	5.00	Per mailing
Contract change charge	25.00	25.00	Change in performance date or time

¹ All monies and unused tickets are due back to the Weinberg Center two weeks prior to the performance

The Weinberg Center provides friendly and courteous box office staff Tuesday-Wednesday, 10:00 am – 4:00 pm, Thursday-Friday, 10:00 am – 6:00 pm, Saturday, 10:00 am – 2:00 pm, 1 hour before every show.

Ticket Price Sample

Ticket Price Sample	Standard	Non-Profit	
Base Ticket Price	\$10.00	\$10.00	<i>Your base ticket price</i>
Printing Fee	0.35	\$0.30	<i>Our printing fee</i>
Building Restoration Fee	.50	.50	<i>Our building restoration fee</i>
Fuel Surcharge	____.25	____.25	<i>Our fuel surcharge</i>
Your Overall Ticket Price	11.10	11.05	<i>Total</i>