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/Concert. 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**: Ticketing will be handled through the Weinberg Center except in very select circumstances.

Ticketed: 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:

- Lectern*
- Chairs*
- Tables*
- Music stands (New Spire Arts has 5)
- Piano (tuning charge included)*

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’. The layout of the space and risers changes to accommodate our various shows. Please note: there is no guarantee the space will look the same as when a walk-through takes place.

Patron/Audience Needs:

Tables*: _______________________________________________________________

Chairs*: _______________________________________________________________

Risers:

☐ I do not need a specific riser configuration  ☐ I need a specific riser Configuration* ($400 cost)

**If nothing is selected, the assumption will be that no specific set-up is needed.**

Explanation of Set up Needed: __________________________________________________________

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

Additional:
___________________________________________________________________________
_____________________________________________________________________________________

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

**Front of House:**
*If required, please enquire about availability

Ushers- Y / N, # needed: ____________

**Food Service:**

Will alcohol* be served? Y / N

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

Use of Catering Kitchen Y / N  Event will be catered Y / N

Caterer’s Name: ____________________  Caterer’s Phone Number:________________

*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.***

We can provide a 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: __________________________

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