



Rental Inquiry Form

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' Date: _____

Contact Name: _____

Organization Name: _____

Address: _____

Applicant is (circle): Individual Corporation Promoter Nonprofit

Phone: _____

Email: _____

Event Title/ Description: _____

Date(s): _____

Set- up time starts at: _____

Event Begins: _____

Event Ends: _____

Clean-up Finished by: _____

Space(s) Required (circle): Theater Lobby Green Room Dressing Rooms

Event Type (check all that apply):

- Concert/Musical Performance
- Theatrical Performance
- Other Performance. Description _____
- Corporate Meeting/ Event
- Reception
- Fundraiser/Benefit
- Private Party- birthday, shower, wedding, etc.
- Other. Description _____

Anticipated Attendance: _____

Box Office*: Ticketing for performances will be handled through the Weinberg Center except in very select circumstances.

Ticketed: Y / N

Event Title: _____

Producing Group: _____

Ticket Price: _____

Desired On sale date (all information must be submitted): _____

A brief description and a 700x650 image are also required

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 of Operations and Production or the Technical Manager.

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: (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 Lighting Technician 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.

Lighting Technician*- Y / N

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

Sound Needs:

- Handheld microphones
- Wireless Handheld microphones* 1 or 2
- Microphone stands
- Bluetooth Speaker (New Spire Arts has 2, can connect to a smartphone)

AV Needs:

- Projection*
- Screen

Wi-Fi needs: _____

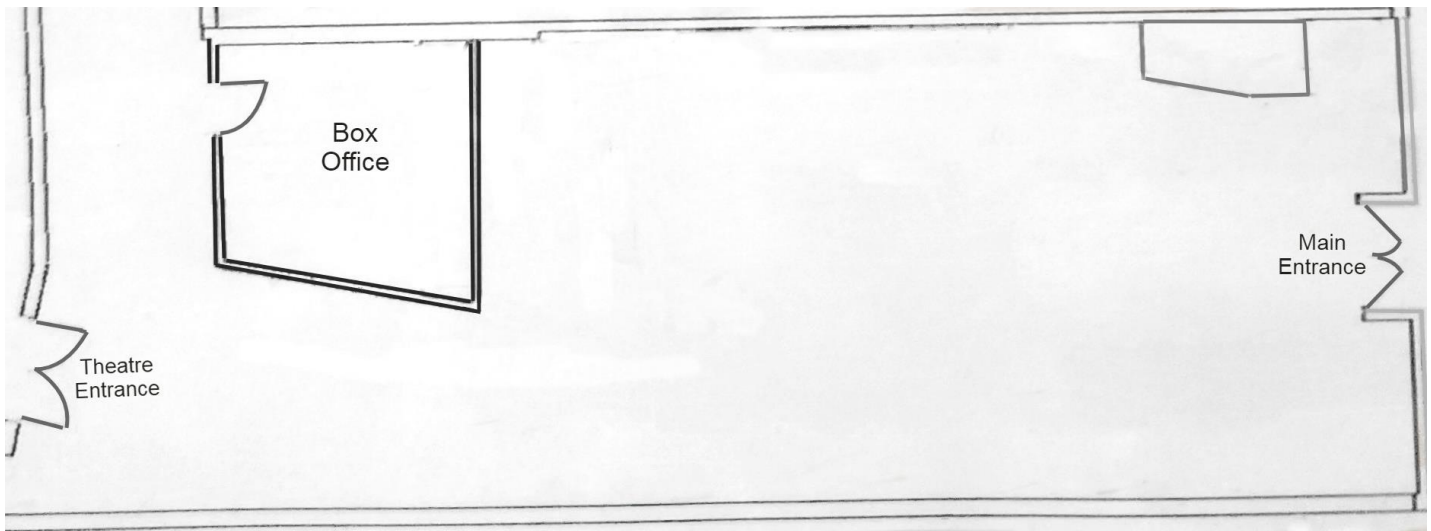
Theatre/Stage Needs:

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

Additional Technician- Y / N Number: _____

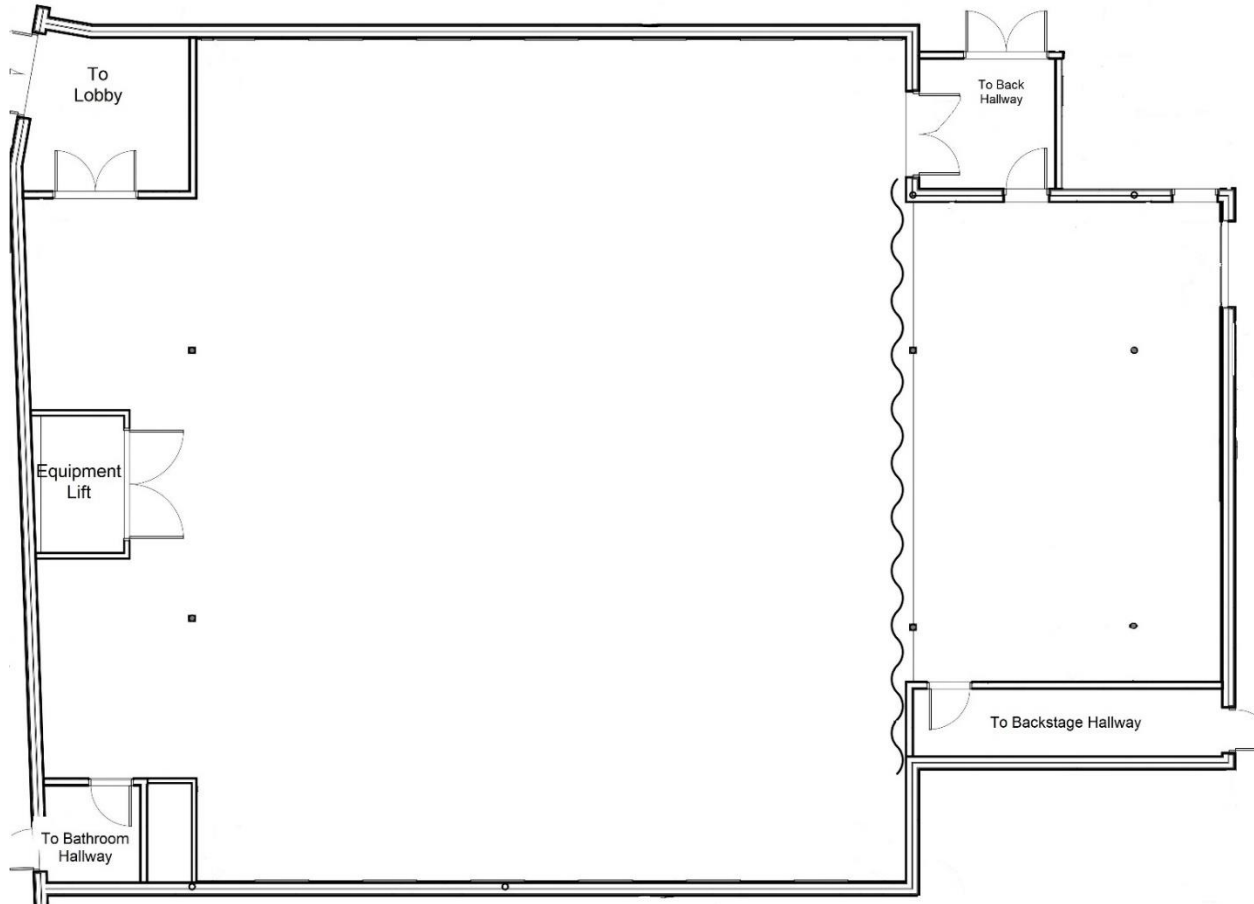
Please indicate in as much detail as possible your desired seating and stage arrangements in the space(s) below:

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 raised 20'W x 12'D x 16"H platform stage. 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.



Set-up 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: _____

Platform Stage:

- I want the standard 20’W x 12’D x16”H setup./ I have no preference. (circle one)
- I want the stage taken down (\$200 cost)
- I want the stage reconfigured (\$200 cost reconfiguration options are limited)

Explanation of Reconfiguration: _____

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

Any Special Front of House Needs: Y / N

Description: _____

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.*** For all private events, there is a \$60 fee for a bartender.

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. I understand that this is an inquiry form, and my date is not secured until a contract is issued and fully executed.

Licensee Signature: _____ Date: _____

Print Name: _____

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

| 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 | |
| STAGE LIGHTING | | | |
| ¹ Spotlight Rental | 155.00 | 135.00 | Must be scheduled 30 days in advance. 2 available |
| AUDIO | | | |
| Monitor System | 50.00 | 20.00 | Per mix/per wedge |
| 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 |
| 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 | 35.00/Hour | 35/Hourly | Hourly with a four minimum |
| Box Office | | | |
| Set up | \$50.00 | \$50.00 | Flat rate |
| Other | | | |
| Riser Removal | \$400.00 | \$400.00 | |
| Platform Stage Removal/ Reconfiguration | \$200.00 | \$200.00 | |