



## 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:**

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

**AV Needs:**

- Projection\*
- Screen

**Wi-Fi needs:** \_\_\_\_\_

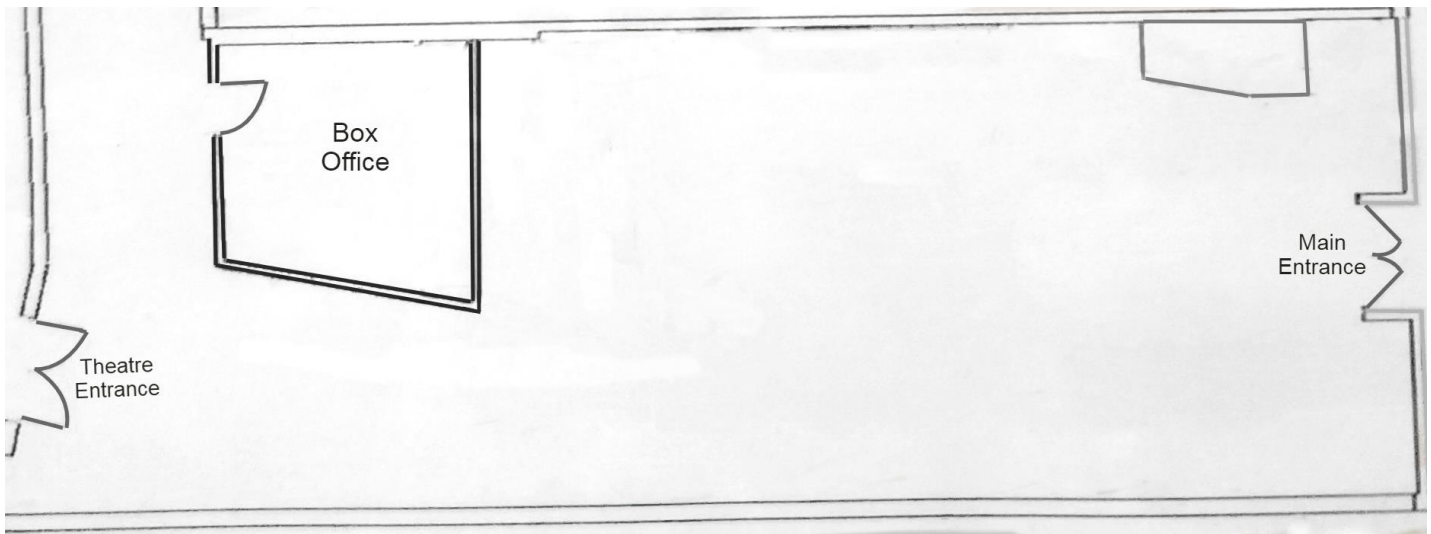
**Theatre/Stage Needs:**

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

Additional Technician\*- Y / N Number: \_\_\_\_\_

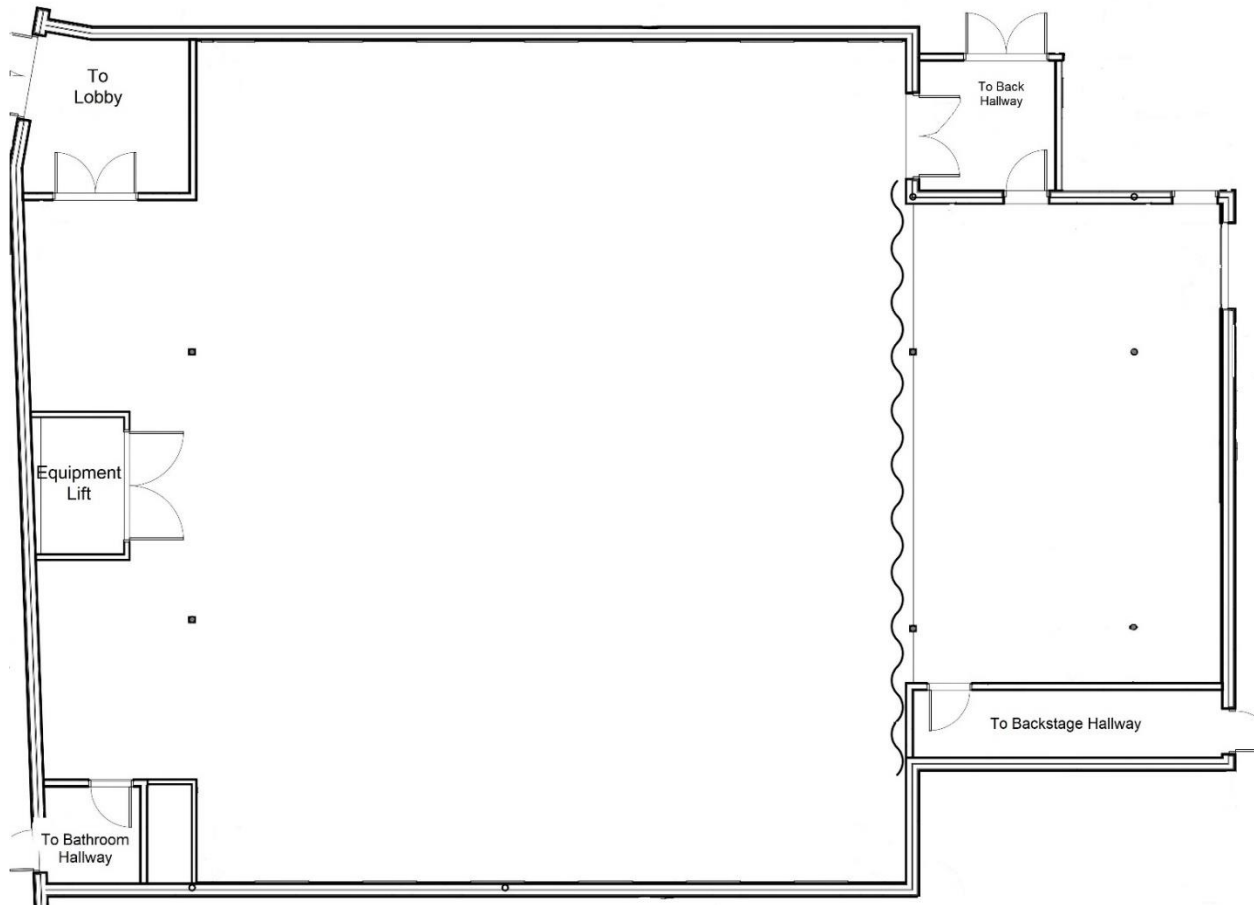
Please indicate in as much detail as possible your desired seating and stage arrangements in the space(s) below:

**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 x16"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 x 16”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?

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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: \_\_\_\_\_

Equipment	Standard	Non-Profit	Notes
<b>STAGE EQUIPMENT</b>			
Towels	5.00	5.00	each (\$10 if not returned)
<sup>1</sup> Chair-Cushioned (25)	5.00	5.00	each
<sup>1</sup> Chair- Metal (50)	3.00	3.00	each
<sup>1</sup> Table	10.00	10.00	each
<sup>1</sup> Podium	25.00	25.00	
<b>STAGE LIGHTING</b>			
<sup>1</sup> Spotlight Rental	155.00	135.00	Must be scheduled 30 days in advance. 2 available
<b>AUDIO</b>			
Monitor System	50.00	20.00	Per mix/per wedge
Wireless Microphones	10.00	10.00	Each; maximum of 2
Monitor Speakers	25.00	25.00	each
<b>VIDEO EQUIPMENT</b>			
DVD Projector	150.00 for first day	150.00 for first day	50.00 each additional use
<b>PIANO</b>			
<sup>2</sup> Piano set-up and tuning	200.00	170.00	
<b>USE OF BAR</b>			
Beer/Wine/Liquor			1.5 times wholesale price per bottle
<b>PERSONNEL</b>			
Bartenders	60.00	60.00	Each
Lighting Engineer	30.00/hr	30.00/hr	Hourly with a four minimum
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
<b>Box Office</b>			
Set up	\$50.00	\$50.00	Flat rate
<b>Other</b>			
Riser Removal	\$400.00	\$400.00	
Platform Stage Removal/Reconfiguration	\$200.00	\$200.00	