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FACILITIES RENTAL INQUIRY - Copy 1

Submission of this form does not guarantee confirmation of your event. The information provided will be used to determine an estimate of costs. The inquiry will be followed by meetings or conversations as needed to insure a complete picture of the event.

No event can be confirmed until the required paperwork and financial arrangements have been finalized.

Please note! If you are an office or unit of Purchase College, DO NOT use this form. Please click here to fill out the [BUILDING USE INQUIRY for Purchase College use.](#)
Thanks!

Part I – Basic event and producer information:

Title of Proposed Event

Building Space Requested for Proposed Event

Check all that apply

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Concert Hall | <input type="checkbox"/> PepsiCo Theatre |
| <input type="checkbox"/> Recital Hall | <input type="checkbox"/> Repertory Theatre |
| <input type="checkbox"/> Upper Lobby | |

Dates

Date or dates (first choice)

Please enter a date or range of dates.

Date or dates (second choice)

Please enter a date or range of dates.

Date or dates (third choice)

Please enter a date or range of dates.

Producing Organization or Individual

Name *

Address

Street Address

Address Line 2

City

State

ZIP Code

Federal ID/Tax ID Number

Check one

- Non-Profit Organization
- Commercial Organization
- Individual

Additional contacts

Please provide information for those handling these aspects of the sessions, write "same" if the Client noted above is managing the aspect of the event :

Financial Responsibility

Name *

Cell Phone *

Email *

Planning & Logistics

Name *

Email

Cell Phone

Office Phone

Production/Event Manager

Note – All performance events must engage a professional Production Manager with substantial professional experience to coordinate and supervise technical aspects of the event (see Rental Policies).

Name

Email

Cell Phone

Office Phone

Part II – Specific Event Information

Nature of Event

Please describe all elements – dance, music, theatre, discussion, video, film, reception, etc. Attach any additional narrative to give us the best possible picture. If rental is for the purpose of making an audio recording please include the specifics requested in the “Information for Recording Rental” document.

For a performance event

Number of people on stage

Expected Attendance

For a lobby event

Total number of people expected to attend

Is this event open to the general public?

Yes

No

Please outline a DETAILED SCHEDULE of your time in the space from the first moment that someone working on your event arrives, until the time that the last person leaves. This is the most critical part of the application. If this section is left blank there will be a significant delay in providing an estimate and confirming your event. Please include load in/setup, rehearsal/tech, performance and clean up/load out. Please attach additional pages if more space is needed.

Arrival Time *

: AM 

HH MM

Departure Time *

: AM 

HH MM

DETAILED SCHEDULE

Part III – Equipment and Services Requested

Stage Equipment Needs ---check all that you think may apply – attach technical rider, drawings, plots etc. if applicable.

* The Center does not have this equipment in stock but can refer Client to appropriate vendors.

- | | | |
|--|---|--|
| <input type="checkbox"/> Theatrical Lighting | <input type="checkbox"/> Theatrical Sound | <input type="checkbox"/> Microphones |
| <input type="checkbox"/> Followspots | <input type="checkbox"/> Piano | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Lectern | <input type="checkbox"/> Music Stands |
| <input type="checkbox"/> Marley Dance Floor | <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Video Projection* |
| <input type="checkbox"/> Video Recording* | | |

Please list any and all items that you will be bringing with you into the theatre (including scenic elements, furnishings, special effects, musical instruments, etc.)

Front of House Services - check all that apply

- | | |
|--|---|
| <input type="checkbox"/> Ticketed Event | <input type="checkbox"/> Pre-Registration for Event |
| <input type="checkbox"/> Printed Program to be Distributed | <input type="checkbox"/> Merchandise Sales Planned |
| <input type="checkbox"/> Reception Facilities Needed | <input type="checkbox"/> Lobby Displays Planned |
| <input type="checkbox"/> Other Print Materials to be Distributed | |

Please list any and all items that you will be bringing into the lobby (including scenic elements, furnishings, displays, décor, special effects, musical instruments, etc.)

Ticketing – All ticketed events must use The Center ticket office. A ticket set up form must be completed. See The Center’s Rental Policies for further information. Please outline your requested pricing structure, including any discounts. Please indicate if you intend to sell all or a portion of your tickets yourself or if we will handle all sales for you.

Part IV – Marketing and Submission

If this is a public event how will it be publicized? (Please note, no information about this event may be released until all marketing materials have been approved by The Center.)

Persons making this application affirm that they have received, and read The Performing Arts Center Rental Policies, and agree to abide by all policies put forth in said documents.

Name

First

Last

Office Phone

Cell Phone

Email

Date

A Center representative can be contacted within 10 days of this application to discuss the status of the request. Please call 914 251-6196 for information.