



619 Lexington Avenue
New York, NY 10022
(212) 935-5824 ext. 212 / Fax: (212) 832-0037
www.yorktheatre.org

RENTAL INQUIRY FORM

*Please fill out this form with as much information as you know.
We can always revisit these topics later to make any and all adjustments to fit your rental needs.
With this information we will provide you with an accurate rental quote.*

Please email completed forms to:

Mickey Lee Nelson
Company Manager
mnelson@yorktheatre.org

GENERAL INFORMATION

Organization Name: _____

Contact Person: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Title of Performance/Event: _____

Website Address: _____

Are you a non-profit organization? Yes No

PERFORMANCE/EVENT INFORMATION

Proposed Use of Facility (Please check all that apply)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Rehearsal | <input type="checkbox"/> Theatre Performance | <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Music Concert |
| <input type="checkbox"/> Staged Reading | <input type="checkbox"/> Showcase | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Lecture |
| <input type="checkbox"/> Film Shoot | <input type="checkbox"/> Holding Room | <input type="checkbox"/> Other: _____ | |

Which space(s) would you like to rent?

- | | | |
|----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Greenroom | <input type="checkbox"/> Theatre & Greenroom |
|----------------------------------|------------------------------------|--|

Please give us a brief description about your performance/event:

Approximate length of performance: _____

Intermission? Yes No Approximate Intermission length: _____

PERFORMERS INFORMATION

Number of Performers: Actors _____ Musicians _____ Other _____

If other type of performers, please list: _____

If instruments, please list: _____

Will there be any Union performers/designers? (Please check those that apply)

AEA

SDC

Local 802 AFM

USA

Other: _____

SCHEDULE

Date	Time In	Time Out	Purpose <i>(Performance, tech, rehearsal, etc)</i>

PLEASE NOTE: On Sundays, renters may not enter the building before 12:00pm and performances may not begin before 2:00pm.

Number of Performances: _____

Performance Start Time(s): _____

TECHNICAL INFORMATION

LIGHTING

- Do you want to rent our Lighting Package? Yes No, Only General Wash/Work Lights
Do you have your own lighting designer? Yes No
Do you have your own board operator? Yes No

Briefly describe your lighting requirement: _____

SCENIC/SET

Will a set be used? Yes No

If yes, please describe all set pieces: (please include height, length, etc) _____

Please note that all sets, drapes, and all technical equipment are subject to Fire Marshall Inspection. All large items must be loaded in through the loading dock during approved hours by appointment only.

SOUND/PROJECTIONS

- Do you want to rent our Sound/Projections Package? Yes No
Do you have your own sound designer? Yes No
Do you have your own sound board operator? Yes No
Do you have your own projections designer? Yes No
Do you have your own projections operator? Yes No

Briefly describe your sound/projections requirements: _____

OTHER

Please check applicable items for the York to provide:

- Chairs: (quantity) _____ Piano
 Music Stands: (quantity) _____ Piano Tunings
 A third dressing room (for performance rentals only)

Will a photographer or videographer be recording your event? Yes No

BOX OFFICE/FRONT OF HOUSE INFORMATION

What type of event: Free Ticketed – General Admission Ticketed – Assigned Seating

If ticketed, will our Box Office services be utilized? Yes No

We can provide an online platform specific for your production for online ticket sales, and telephone and walkup sales at our box office. This is an additional charge.

Will you provide a program? Yes No

Do you have merchandise to sell at our Concessions Stand? Yes No

If yes, please describe items: _____

A Certified Fire Guard House Manager is required for all performances.

Will you provide a House Manger? Yes No

A minimum of two Ushers must be present for each performance.

Will you provide two Ushers? Yes No

(Additional charge per performance will be added if The York provides a House Manager and/or Ushers)

Check all that apply:

Artificial Smoke Fog Strobe lights

Adult Themes Adult Language Extreme Violence

Suitable for Ages: _____

Nudity? Yes No

If yes, briefly explain: _____

(Example: Actors in underwear, topless, rear nudity, full nude actors, etc)

INSURANCE

Renter must maintain General Liability Coverage in an amount not less than One Million Dollars (\$1,000,000.00), single limit, all occurrences, and shall provide The York with Certificate of Insurance naming The York Theatre Company as Additional Insured.

Thank you for your interest in using The York Theatre Company for your project!