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:

Aaron Simms
General Manager
asimms@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)

- [ ] Rehearsal
- [ ] Theatre Performance
- [ ] Dance Performance
- [ ] Music Concert
- [ ] Staged Reading
- [ ] Showcase
- [ ] Fundraiser
- [ ] Lecture
- [ ] Film Shoot
- [ ] Holding Room
- [ ] Other: ___________________________

Which space(s) would you like to rent?

- [ ] Theatre
- [ ] Greenroom
- [ ] 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 performs/designers? (Please check those that apply)

☐ AEA  ☐ SDC  ☐ Local 802 AFM  ☐ USA

☐ Other: _____________________________________________________________

SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Purpose (Performance, tech, rehearsal, etc)</th>
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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 Manager?  □ 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!