



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:*

**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)

- |   |  |  |  |
|---|--|--|--|
| <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:

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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: \_\_\_\_\_

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### SCENIC/SET

Will a set be used?     Yes                     No

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

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*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: \_\_\_\_\_

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### 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: \_\_\_\_\_

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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!*