

## Intent to Rent

Name of Event:

Preferred Date of Event:

Alternate Dates:

(or alternate dates criteria, example: a Saturday in March)

***Detailed*** description of Event ***and*** what you want it to look like:

Name:	Phone:
Address:	Cell:
E-Mail:	Fax:
<hr/>	
Organization:	Phone:
Address:	Cell:
E-Mail:	Fax:
<hr/>	
Name of authorized Payee:	
Address:	Phone:
E-Mail:	Cell:
	Fax:
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Application Date:

**Please Check:**

For Profit

Faculty

Non-Profit

Student

Campus

**Please Check:**

Free to the public

Paid all pre sold

Free invited/ticketed

Paid sales at door

**Please check the one that best describes Licensee:**

\_\_\_Are you a member of the performing group?

\_\_\_Do you represent the performing group?

\_\_\_Are you presenting the performing group?

**In which of the following venue(s) will this rental potentially take place?**

\_\_\_Galvin (482)     \_\_\_FAC132     \_\_\_FAC233

\_\_\_Lyceum (162)     \_\_\_FAC133     \_\_\_other\_\_\_\_\_

\_\_\_FAC131     \_\_\_FAC231

**Type of Rental (please check all that apply):**

\_\_\_Audition                     \_\_\_Technical Rehearsal     \_\_\_Class/Lecture

\_\_\_Rehearsal                     \_\_\_Performance             \_\_\_Workshop

(Music, Theatre, Dance, Film/Video)

\_\_\_Reception                     \_\_\_Other –Please explain \_\_\_\_\_

**What is the projected length of rental?** \_\_\_\_\_

**What are the projected times of rental?** \_\_\_\_\_

**Load-in Time:**

**Rehearsal Time:**

**Time doors to open:**

**Time event to end:**

**Actual Performance Dates/Times:**

**Time load-out to be completed:**

**Meal break (if applicable):**

**Special Equipment Needs:**

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

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

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

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

**Dance Floor:** \_\_\_\_\_

**Flag Set:** \_\_\_\_\_

**Technical Rehearsal/Performance Rentals:**

### **General Information**

Length of Performance:

Number of pieces:

Number of performers:

Number of stagehands required:

Number of stagehands provided by renter:

Number of technical rehearsals:

Length of tech time:

Intermission:

### **Sound/Music**

The group renting the space will need:

Speaker's mic     Podium     Wireless handheld mic (additional charge)

Will the group renting the space play recorded music for the event using:

CD     Cassette     Mini Disc

Tech Booth (Sound Operator required-additional charge)

Do you anticipate needing additional sound system equipment?  Yes     No

Please list any additional sound requirements you may need for your event:

Event Producers are responsible for securing permission to use copyrighted music as part of their event, if admission is charged and/or the music is used as part of a public performance.

Do you have copyright permission from the publishers for your musical selections?

Yes     No

ASU School of Theatre and Film assumes no responsibility for use of music in performance without proper permission secured. We can assist you with methods and procedures for securing such permission.

If you have additional questions regarding Sound/Music used in your event, bring your questions to the Pre-Production meeting with our Technical Staff.

### **Lighting**

Will you provide your own lighting designer/director?

A house hang light plot will be provided.

See tech rider for inventory.

Do you have any special lighting needs?

Gobo:

Colors needed:

Moving Lights:

Follow Spot:

Other:

Specials needed and approximate locations:

### **Sets/Props**

Sets or props cannot be attached to the floor. The floor and softgoods must be protected at all times.

All sets and props must be approved by Technical Director prior to use.

Number of stagehands required to help load in sets or props or for the run of the show?

Special effects must be approved by Technical Director prior to use.

### **Video**

Will renter require video projection(s)?

On what format will the video be played?

How many projectors will be required?

Will the renter provide?

How many screens will be required?

Will the renter provide?

How many playback sources will be required?

Will the renter provide?

Is sound linked to video projection?

### **Costumes**

Number of female performers:

Number of male performers:

Will wardrobe/dressers be required?

If so, how many?

Will renter provide?

There are no laundry facilities in any of our venues. Ironing and sewing machine access is only available through special arrangements prior to arrival.

### **Crew**

Total number of stagehands required:

Backstage:

Wardrobe:

Load-in:

Load-out:

All renters must use our Light Board Operator, Sound Board Operator, Back stage crews, House Manager, and if necessary a Facility Manager.

**Renter must provide ushers for performances of their event. Off-campus renters must provide proof of insurance. Non-profit renters must provide proof of non-profit status. 50% deposit due 4 weeks prior to event or immediately after contracts are signed if less than 4 weeks.**