

PEORIA Arts

PEORIA CENTER FOR THE
PERFORMING ARTS

FACILITY RENTAL REQUEST FORM

Organization: _____

Does organization have Non-Profit 501(c)(3) from IRS? Yes No (If yes, submit current copy with this request.)

Primary Contact/Title: _____
(Organization/person responsible for the contract - as noted on 501(c)(3), if applicable)

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail: _____

Website: _____

Event Type: Conference Social Gathering Meeting Theatre Music Dance Visual Arts

Other: (Please specify) _____

Preferred Date requested: _____ 2nd Date Option: _____ 3rd Date Option: _____

Title of Event: _____

Description of Event: _____

Length of Show: _____ Intermission?: Yes No

Check space(s) you'd like to request:

- Mary Jane Gyder Main Stage Theater (274 seats)
- McMillin Black Box Theater (65 seats)
- Rehearsal Studio (1160 Sq. Ft.)
- Conference Room (215 Sq. Ft.)
- Dressing Room A, B, and/or C

Public or private performances? Public Private **Are you publicizing your event**?** Yes No

***A copy of all materials need to be given to TheaterWorks for informational purposes.**

Pre- or post-performance activities or receptions planned for your event? Yes No

If yes, please describe: _____

Do you need tables and chairs? Yes No **If yes, how many?** Tables Chairs

(Only Cabaret and up to six 6ft rectangle tables available. Linens have to be supplied)

What will the tables be used for and where in the theater will you need them set-up:

Will you have any individuals attending or on stage that need ADA accommodations: Yes No

If yes, please describe: _____

All ticketing must be set up through the TheaterWorks Box Office for a \$100.00 ticket set up fee.

Will tickets be sold? Yes No **Estimated ticket price?** _____ **Estimated Attendance?** _____

Catering/Beverage needs:

Will you be utilizing catering services? Yes No (Please provide caterer information when available)

Would you like to utilize Theater Works bar services (at no cost)? Yes No

Preferred Rehearsal & Performance Dates

Please provide as many date options as possible in the spaces below.

First Preference: List all related dates

Technical/Rehearsal Date(s) and estimated in/out times for tech/rehearsals: _____

Performance Date(s) and Curtain times for each performance: _____

Second Preference: List all related dates

Technical/Rehearsal Date(s) and estimated in/out times for tech/rehearsals: _____

Performance Date(s) and Curtain times for each performance: _____

Third Preference: List all related dates:

Technical/Rehearsal Date(s) and estimated in/out times for tech/rehearsals: _____

Performance Date(s) and Curtain times for each performance: _____

For Gyder Mainstage or McMillin Black Box Rentals Only

Initial Production information needed for an estimate of personnel, equipment and event preparation.
A Production Meeting will be scheduled at least two weeks prior to event.

AV needs: Podium? Yes No Video projection? Yes No

Sound needs: Someone speaking? Yes No Prerecorded sound? Yes No
Live music reinforcement? Yes No
Will you need a piano? Yes No If yes: Grand Upright

Lighting needs:
 House plot/general wash—no cues
 House plot/general wash—with cues
 Licensee's plot (Please provide with this completed form, if available.)

Staging needs: Will there be a set on stage? Yes No
Need chairs? Yes No If yes, Number___ (up to 75).
Need music stands and lights? Yes No If yes, Number___.
Need the main curtain? Yes No

How many people do you anticipate performing on stage? _____

PERSONNEL FEES

Staff required for event or production will be determined based on these production specifications and will be listed on the Facility Reservation Contract.

Purpose

This is an application for rental of any of the Peoria Center for Performing Arts facilities by potential users. The information included in this Application is essential for TheaterWorks to construct an accurate quote and rental contract.

This document is an application and does not bind either party. TheaterWorks and the applicant agree that no publicity about any proposed program will be made public until a formal contractual agreement has been executed by both parties.

It is understood that this is an application only and is not a contractual agreement. Decisions regarding rentals are made solely by TheaterWorks Staff. TheaterWorks reserves the right to deny requests at its discretion.

A Rental Agreement and Rental Quotation will be provided to potential lessee after the application has been approved and all technical event information has been forwarded to event personnel.

APPLICANT NAME: _____

SIGNATURE: _____ DATE: _____

Please mail or email your completed Request for Booking Form to:
TheaterWorks
Attn: Ashley Gennaro, Event Coordinator
10580 N. 83rd Drive
Peoria, AZ 85345
623-815-1791, ext. 703
agennaro@theaterworks.org