



# THE MANSHIP FACILITY RENTAL APPLICATION

## CONTACT INFORMATION

TODAY'S DATE \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ How did you hear about Manship Theatre?: \_\_\_\_\_

Applicant: \_\_\_Corporation \_\_\_Partnership \_\_\_ Individual \_\_\_ Non-profit (501 (c)3 documents required)

## EVENT INFORMATION

Event Date Request: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_

Event Length: \_\_\_\_\_ Intermission? \_\_\_\_\_

Program Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Reception/Post Party? \_\_\_\_\_ If Yes, how long? \_\_\_\_\_

What is the publicized name of the event? \_\_\_\_\_

Is there a rehearsal prior to the start time? Yes or No

If yes, what time will you arrive? \_\_\_\_\_ How long? \_\_\_\_\_  
(Tech arrives one hour prior)

Description of Event: \_\_\_\_\_

Number of Performers: \_\_\_\_\_ Number of Scenes/Musical numbers: \_\_\_\_\_

Event Type:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Conference/Meeting | <input type="checkbox"/> Social Gathering | <input type="checkbox"/> Film Festival | <input type="checkbox"/> Film: Single showing |
| <input type="checkbox"/> Theatre            | <input type="checkbox"/> Music            | <input type="checkbox"/> Post Q & A    | <input type="checkbox"/> Other: _____         |

Space(s) Requested:

- |   |   |
|---|---|
| <input type="checkbox"/> Main Stage                 | <input type="checkbox"/> Hartley/Vey Studio Theatre         |
| <input type="checkbox"/> Hartley/Vey Workshop       | <input type="checkbox"/> Jones Walker Foyer                 |
| <input type="checkbox"/> Gallery at Manship Theatre | <input type="checkbox"/> Josef A. Sternberg Conference Room |

Check if your event is ticketed

Check if your event is non-ticketed

**NOTE: All Ticket Sales for events at The Manship MUST be sold through the Manship Ticket Office – there are no exceptions! A Show on Sale Form must be completed with the rental paperwork.**

**A daily schedule must be attached if this is a multi-day Rental event.**



# THE MANSHIP FACILITY RENTAL APPLICATION

## SPECIAL REQUIREMENTS

Please complete in detail.

- Screen/Projector
  - Digital Advertising/Ticket Desk
  - E-blast
  - Microphone(s)
  - Lighting
  - Podium
  - Stairs installed to stage
  - Spotlight
  - Merchandise Sold
  - Scenic/Banners/Drops
- If yes, will you provide rigging hardware? \_\_\_\_\_

**Please note: If your event includes a power point presentation, you must provide laptop computer.**

If using microphones, do you require wireless or lapel? How many? \_\_\_\_\_

Do you need to rent tables? 6-ft. rectangular or 36 inch rounds? If so, what size and how many?  
\_\_\_\_\_

Chairs? If yes, how many? \_\_\_\_\_ Linens? If yes, how many? \_\_\_\_\_

**Please note: All requested equipment must be rented through Manship Theatre. If certain needed equipment is not in stock, Manship will contract an outside vendor and bill the Lessee.**

If using the Main Stage, do you need the Main Curtain? \_\_\_\_\_ Mid Stage Curtain? \_\_\_\_\_

(Deckhand is needed if Main Curtain is used or Mid Stage is flown in or out during performance)

**All rental events in any of the Manship Theatre spaces must use the Manship Theatre Beverage Service. Beverage service is a separate cost.**

What additional services do you anticipate may be needed in the production of the event? Please

be specific: \_\_\_\_\_

## PURPOSE

This is a rental application for any of The Douglas L. Manship Sr. Theatre facilities by potential users. The information included in this Application is essential for The Manship Theatre to construct a rental estimate and agreement. Insurance Coverage is required for all rentals.

**Manship Theatre requires the non-refundable deposit of \$300 in order to generate the Rental Cost Estimate and to hold the date on the Manship Theatre calendar. If event moves forward, the \$300 Deposit goes towards the Rental balance.**

**A Rental Cost Estimate will be provided to potential Lessee after the application has been approved.**

APPLICANT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Your organization may qualify for the Charles Lamar Family Foundation Manship Theatre Subsidy Grant which assists nonprofit organizations have performances in the Manship Theatre at the Shaw Center for the Arts by subsidizing the theatre rental price. This grant pays rental costs only. For further description and guidelines please visit <http://www.artsbr.org/>. This grant is paid as reimbursement, if awarded. Therefore, contracting party is responsible for all payment amounts and deadlines as outlined in the contract.*