



## PEORIA CENTER FOR THE PERFORMING ARTS FACILITY RENTAL REQUEST FORM

Primary booking deadline: 1/4/08 for dates between 10/1/08 to 9/30/09  
Secondary Booking: any requests received after primary deadline

**Does Licensee have Non-Profit 501(c)(3) from IRS?** \_\_\_Yes \_\_\_No (If yes, submit current address copy with this request.)

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

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

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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

**Event Type:**   Conference   Social Gathering   Meeting   Theatre   Music   Dance   Visual Arts  
  Other: (Please specify) \_\_\_\_\_

**Title of Event:** \_\_\_\_\_

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

**Number of Performers:** \_\_\_\_\_

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

- Mary Jane Gyder Main Stage Theater (250-270 seats)
- McMillin Black Box Theater (20-60 seats)
- Rehearsal Studio A (580 Sq. Ft.)
- Rehearsal Studio B (580 Sq. Ft.)
- Rehearsal Studios A & B (1160 Sq. Ft.)
- Conference Room (215 Sq. Ft.)
- Lobby/Visual Arts Gallery
- Dressing Room A, B, and/or C

**Public or private performances?** \_\_\_Public \_\_\_Private **Publicizing your event?** \_\_\_Yes \_\_\_No

**Pre- or post-performance activities or receptions planned for your event?** \_\_\_Yes \_\_\_No

If yes, please describe: \_\_\_\_\_

Do you need to rent tables and chairs from our facility?  Yes  No If yes, how many?  Tables  Chairs

Would you need rented tables and chairs set-up and taken down before and after your event?  Yes  No  
If yes, you must provide a floor plan of your table and chair arrangement two weeks prior to the event.

Will tickets be sold?  Yes  No Estimated ticket price? \_\_\_\_\_ Estimated Attendance? \_\_\_\_\_

Will you be responsible for ticket sales or would you like your ticket sales to go through the Theater Works box office (additional fees will apply)?

Responsible for own tickets  Theater Works box office

If using Theater Works box office, do you want to pre-sell tickets on-line (additional fees apply)?  Yes  No

**Rehearsal & Performance Dates - Please provide as many date options as possible in the spaces below.**

**Example:**

Technical/Rehearsal Date(s) and estimated in/out times: 10/2/08 to 10/5/08 from 10am to 12midnight

Performance Date(s) and Curtain Time(s) for each performance: 10/6/08 & 10/7/08 at 8pm; 10/8/08 at 2pm & 7pm

Note: Center may book over any dark days within multiple-day runs.

**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 Mainstage or Black Box Rentals Only**

**Lighting needs:**

House plot/general wash—no cues

House plot/general wash—with cues

Licensee's plot (Please provide with this completed form.)

**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 Electronic

**AV needs:** Podium? Yes No Video projection? Yes No If yes: Front Projection Rear Projection

**Staging needs:** Will there be a set on stage? Yes No Need the main curtain? Yes No

Need risers? Yes No If yes, Height\_\_\_\_\_ Size\_\_\_\_\_ Need chairs? Yes No If yes, Number\_\_\_\_\_.

Need music stands and lights? Yes No If yes, Number\_\_\_\_\_.

**Catering/Beverage needs:** (Rentals may only use pre-approved caterers)

Beverage service? Yes No Will alcohol be served? Yes No

Food service? Yes No Wait Staff? Yes No

**Valet Parking/Shuttle needs:** Valet Parking? Yes No Shuttle Service? Yes No

**What additional services do you anticipate may be needed in the production of the event?** \_\_\_\_\_

\_\_\_\_\_

**Purpose**

This is an application for rental/lease of any of The Peoria Center for Performing Arts/Theater Works facilities by potential users. The information included in this Application is essential for The Peoria Center for Performing Arts to construct a rental contract.

This document is an application and does not bind either party. Theater Works 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. All publicity must be provided to Theater Works for approval before publication in accordance with the Rental Agreement.

Theater Works requires a 50% rental deposit and may require a damage deposit to provide against damage to building or contents of the Peoria Center for Performing Arts/ Theater Works and/or to guarantee the payment of any unpaid bills.

Please include the following information when returning this application:

- A fact sheet which includes a history of your group or organization, the names and locations of facilities in which you have promoted an event and a brief description of that event.
- The applicant must furnish certificates of insurance as required by the Rental Agreement.

**It is understood that this is an application only and is not a contractual agreement. Decisions regarding rentals are made solely by Theater Works Staff and/or Board of Directors. Theater Works 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: \_\_\_\_\_

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

Please mail your completed Request for Booking Form to:  
Theater Works  
Attn: Rentals Manager  
PO Box 2119  
Peoria, AZ 85380-2119