

RUTGERS THEATER VENUE RENTAL APPLICATION FORM

Name of Event: _____

Event Date(s): _____

Event Venue: Victoria J. Mastrobuono Theater Philip J. Levin Theater

Type of Event: (check all that apply)

Theater Dance Music Video Presentation/Corporate

Description of Event (include preparation, load-in and reception plans):

Event Producer: _____

Primary Contact Person:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Secondary Contact Person:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Event Date and Time: _____

Length of Event: _____

Load-In Date and Time: _____

Rehearsal Date and Time:

Mon: _____

Tues: _____

Wed: _____

Thurs: _____

Fri: _____

Sat: _____

Sun: _____

Load-Out Date and Time: _____

Will you provide food and/or beverages for your patrons? Yes No

Will you require table(s) in the lobby? Yes No If yes, how many? _____

Does your event require dressing room space? Yes No If yes, how many? _____

Does your event require additional rehearsal space? Yes No

Will you videotape or photograph the performance? Yes No

Technical Needs:

Stage Set Up: (the stage is dressed in a standard black drapery configuration)

Podium Chairs Stools Marley Floor Other Drapery Stairs

Lighting: (a general plot is available with space)

Sound: (basic sound system includes playback of CD)

Microphone (Wired) Microphone (Wireless)

Other:

RENTAL FEE

Rental fee is for a 10 (ten) hour day between the hours of 8:00 a.m. and midnight. If additional time (over the 10-hour day or outside of 8:00a.m. to midnight) is scheduled, an hourly rate of \$250 will be applied to the rental fee.

EXCEEDED HOURS FEE

Should the Lessee exceed the scheduled hours set in this agreement, the Lessee will be charged an Exceeded Hours Fee of \$800 (eight hundred dollars) per half hour, payable the day of the event before Lessee's load out begins.