

Today's Date: \_\_\_\_\_, 20\_\_\_\_ This Form Completed By: \_\_\_\_\_  
Name Title

**Presenter Information:** (please be as complete as possible—application may not be processed if incomplete)

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

Primary Contact: \_\_\_\_\_  
Name Title

Secondary Contact (if applicable): \_\_\_\_\_  
Name Title

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Phone: \_(\_\_\_\_)\_\_\_\_\_ Mobile: \_(\_\_\_\_)\_\_\_\_\_ Fax: \_(\_\_\_\_)\_\_\_\_\_

Please describe your status:  For-Profit/Corporation  Individual  Not for Profit (Certificate Required)  
 (Check all that apply)  Shakespeare Theatre Company Corporate Sponsor

**Event Information:**

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

Ticketed Event  Non-Ticketed Event  
(Open to the Public) (Private/ By Invite Only)

Date(s) requested: \_\_\_\_\_  Date(s) is firm

Date is Flexible (please specify other date options) \_\_\_\_\_

Setup Start time: \_\_\_\_\_ Guest arrival time: \_\_\_\_\_ Start time of event(s): \_\_\_\_\_

End time of event(s): \_\_\_\_\_

Number of Guests expected: \_\_\_\_\_ to \_\_\_\_\_  
Minimum Maximum

**Type of Event:** Please check all that apply

Play/Musical  Concert/Dance  Reception/Meal  Lecture  Meeting

Other (Please Describe): \_\_\_\_\_

**Space(s) Requested:**

(photos and scale diagrams available on our website: [www.shakespearetheatre.org/rentals](http://www.shakespearetheatre.org/rentals))

**Lansburgh Theatre:**

Lansburgh Theatre w/Lobbies  Lansburgh Lobby Only

**Harman Hall:**

Harman Hall w/Lobbies  Orchestra Lobby  Mezzanine Lobby

The Forum  Forum Conference Room

Patrons Lounge (Corporate Sponsor of \$2500+ or Individual Donor of \$1500+ only)

**Technical/Staff Needs:**

Please check all of the following which might apply to your event and specify how many of each you need if applicable:

Audio/Visual:

- Handheld Microphone(s), Number: \_\_\_\_\_  Wireless Handheld Microphone(s), Number: \_\_\_\_\_  
 Projector  Projection Screen (Circle Size: 3'x4' 6'x8' 9'x12' 16'x21' 24'x36')  
 Front Projection Preferred  Rear Projection preferred  DVD Player (for projection)  
 HCA Provided Laptop Computer  Computer Projector Connection (Circle one: Mac PC)  
 Computer Audio Connection  DVD(s) Played on Lobby Screen\*  CD played over sound system  
 Audio Feed for Video recording  Piano/Electronic Keyboard  Two Way Radios\*, Number\*\*: \_\_\_\_\_  
 Backstage Headsets, Number\*\*: \_\_\_\_\_  Other (please specify) \_\_\_\_\_

\*Available only in Harman Hall

\*\*Number specified should not include Radios/Headsets for STC Staff

Equipment (check those that apply, and please specify estimated number needed in blank space):

- 6ft rectangular table(s) \_\_\_\_\_  4ft rectangular table(s) \_\_\_\_\_  5ft round table(s) \_\_\_\_\_  
 Armless Conference Chair(s) \_\_\_\_\_  Armless Musician's Chair(s) \_\_\_\_\_  
 Wardrobe Rack(s) \_\_\_\_\_  Easel(s) \_\_\_\_\_  Lectern(s) \_\_\_\_\_  
 Lobby Trash Cans Removed  Other \_\_\_\_\_

Lobby Cocktail Table package (check all that apply):  Harman Orchestra  Harman Mezzanine

Computers/Connectivity:

- Wireless Internet Connection(s) \_\_\_\_\_  Wired Internet Connection(s) \_\_\_\_\_  
 Digital Telephone Line(s) \_\_\_\_\_  Analogue Telephone Adapter(s) \_\_\_\_\_

Lighting:

- Special Lighting needs (beyond basic lighting--only available in some cases)

Please specify: \_\_\_\_\_

Lighting Designer/Consultant (Name, Contact info): \_\_\_\_\_

**Catering / Concession Stands:**

- This is a catered event (food and/or drinks will be served).
- This is not a catered event (no food or drinks will be served).

Please Note: The Harman Center maintains a preferred list of caterers; only these firms are approved to work at the Harman Center for the Arts. For this list please contact [hcarentals@shakespearetheatre.org](mailto:hcarentals@shakespearetheatre.org) or visit our website at [www.shakespearetheatre.org/rentals](http://www.shakespearetheatre.org/rentals)

Harman Center may sell concessions at ticketed events at no additional cost to the renter.

**Liability:**

Prior to contract you must provide a copy of insurance information **OR** provide the information below for the Insurance company that will provide your General Liability policy

Insurance Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional Notes:**

**Instructions:**

1. A completed rental application is required before requested date(s) can be approved or placed on hold.
2. Please submit supporting material including detailed schedule for event day (as much as is known) with the application.
3. After the application has been submitted the client may request a detailed cost estimate based upon the information provided in this application. After both parties agree on the terms of the proposal, a contract will be issued.
4. Contract, when obtained must be signed by both parties and a non-refundable deposit (amount specified in contract) must be received by the Harman Center for the Arts with the signed contract. Non-ticketed events will require a second deposit payment due 2 weeks prior to event start date.
5. Renting organization shall obtain and pay for all appropriate American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music, Inc. (BMI), SESAC and other similar licenses for the entertainment and/or activity.
6. Required General Liability policy for ticketed events is \$2,000,000 combined single limit per occurrence for bodily injury, including death, personal injury and property damage).
7. If applicable, please submit a technical rider or detailed event requirements with this application.

Please return to:

Booking and Partnerships  
[HCARentals@ShakespeareTheatre.org](mailto:HCARentals@ShakespeareTheatre.org) OR Fax: 202.608.6340