

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)

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 or visit our website at 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 OR Fax: 202.608.6340