



# GERALD W. LYNCH THEATER RENTAL APPLICATION

## CONTACT INFORMATION

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

Organization Representative(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Non Profit status: \_\_\_\_\_

## EVENT SCHEDULING

Title of Performance/Event: \_\_\_\_\_

Brief description of Performance/Event:

Performance/Event Dates(s): \_\_\_\_\_

Audience check-in/Registration start time: \_\_\_\_\_

Performance/Event Start Time: \_\_\_\_\_

Performance/Event End Time: \_\_\_\_\_

Time needed for sound check and rehearsal: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Reception (Day, Time, Location and # of people): \_\_\_\_\_

If so, will you serve alcohol? \_\_\_\_\_

Will you film this event for archival or broadcast purposes? \_\_\_\_\_

Will you livestream the event? \_\_\_\_\_

Will tickets be sold? What are the ticket prices? \_\_\_\_\_

*(Please note all seats must be assigned, unless otherwise agreed to in writing by the General Manager. GWLT does not provide box office services.):*

**(continues on page 2...)**

**AUDIO-VISUAL AND TECHNICAL SUPPORT**

Number of microphones? (handheld) \_\_\_\_\_ (lavalier) \_\_\_\_\_

Number of Chairs on stage? \_\_\_\_\_

Will you have musical instruments? If so, please list here:

---

Please check if the following items are needed:

Lectern

Video or Slideshow

Piano

Dressing Rooms

Please list any specific technical needs:

***Please attach a schedule, contact sheet and run of show/agenda when returning this form.***

Return this form to Alyssa Stone at [alstone@jjay.cuny.edu](mailto:alstone@jjay.cuny.edu).