

RENTAL APPLICATION

Please return this form to Rubina Shafi at rshafi@jjay.cuny.edu to determine availability and cost.

EVENT INFORMATION

Title of Event _____

Event Date(s) Requested: _____

Other dates needed for load in, rehearsal, video tech, etc: _____

Stage Program start time: _____ Stage program end time: _____

Audience check-in time: _____ Stage set up/ sound check / rehearsal time: _____

Stage Program start time: _____ Stage program end time: _____

Describe Performance/Event:

RECEPTION

Date and Time: _____ Number of guests: _____

Will you serve alcohol? _____ Will you serve hot food? _____ Who will cater? _____

TICKETING

Anticipated Number of Attendees: _____

We do not operate a box office. What company will you use to sell your tickets? _____

Please note for events with over 300 guests, seats MUST be assigned, unless otherwise agreed to in writing by the General Manager. GWLT does not provide box office services. A set of assigned tickets are available at cost.

VIPs (high profile talent or electeds) invited: _____

Any special security requirements? _____

GRADUATIONS

If graduation, how many graduates? _____

Will they be seated on stage or in the house? _____

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