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[**www.geraldwlynchtheater.com**](http://www.geraldwlynchtheater.com)

**Rental Application**

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

**EVENT INFORMATION**

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Overall occupancy dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance/EVENT Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Audience: \_\_\_\_\_\_\_\_

**Timeline (for one day events)** For multiday productions, please submit rough production schedule.

Load in/Stage set-up \_\_\_\_\_

Sound check\_\_\_\_\_\_\_\_\_

Rehearsal \_\_\_\_\_\_\_\_\_

Audience check-in time: \_\_\_\_\_\_\_\_

Stage Program start time: \_\_\_\_\_\_

Stage program end time: \_\_\_\_\_\_\_

Load out/Strike/Restore \_\_\_\_\_\_\_

**Please note, our union crew will need 15 minutes wash up time at the start and end of the day. They will also require a meal break in days over 6 hours.**

Describe Performance/Event and anything we need to know to crew and create an estimate:

**TICKETING**

*Events expecting* ***over 300 guests****, MUST assign seats, 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 a cost.*

What company will you use to sell your tickets? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invited VIPs (high profile talent or electeds): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security requirements? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRADUATIONS**

How many graduates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will they be seated on stage or in the house? \_\_\_\_\_\_\_\_\_\_\_\_

**COAT CHECK**

Would you like coatcheck open? (staffed by an usher, capacity 250 coats) \_\_\_\_\_\_\_\_\_

**COVID PRECAUTIONS**

As of 2.1.23, no COVID vaccination checks are required. We do encourage masking in the Theater and backstage, and provide masks on site.

**RECEPTION/BREAKFAST**

No eating or drinking is allowed in the Theater. Rental of the student dining hall and other reception spaces for up to 300 people is available. Please contact Cheryl D’Antonio at cdantonio@jjay.cuny.edu for options.

**STAGE SET UP: *Which of the following will you need for your event*:**

Conference screen \_\_\_\_ Grand Piano or keyboard \_\_\_ Marley Dance Floor \_\_\_ Lighting Booms \_\_\_\_

Orchestra Pit \_\_\_\_ Livestream \_\_\_ Hi Def or Blue Ray Video \_\_\_\_ Lectern \_\_\_\_

# of Hand held mics \_\_\_\_\_ # of Lavalier/lapel mics \_\_\_\_\_\_ # of Hanging choral mics: \_\_\_\_\_\_

# of Chairs on stage:\_\_\_\_\_\_ Risers for how many: \_\_\_\_\_ Laundry/Iron \_\_\_\_\_ Wardrobe Asst \_\_\_\_

Flags: (Circle all that apply) Federal State City CUNY John Jay

Will you need anything flown or hung (banners, special screens, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you make major changes to the rep lighting plot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list musical instruments or size of orchestra

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will you have more than 1 camera filming the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need to remove audience seats for camera positions or other reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the filming for archival or broadcast purposes? Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you livestream the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to what platform?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIMED production schedule or stage drawing to create an estimate**

What else do we need to know to create a cost estimate:

**REQUIRED INFORMATION:**

***To hold space or create an estimate, we need to enter your organization into our reservation system. Please provide the following details as they should appear on the contract:***

Licensee (company name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licensee Representative (signatory): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (invoice will be sent here)

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

Non-Profit status:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please attach W9)*

NYC Agency status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_