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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*](mailto: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](mailto: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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_