

RENTAL APPLICATION

*** INDICATES A REQUIRED FIELD**

OVERVIEW

- *Title of Event:
- * Requested Occupancy Dates:
- * Requested Event Date:
- * Name of Sponsoring Organization:
- * Name of Event Producer:
- * Telephone:
- * Email:
- * Website:

CONTRACT/BILLING

- *Official Company Name:
- * Full Billing Address:
- * Email:
- * Non-profit status: (please attached 501c3)
- * NYC agency status:
- * If you are a CUNY or John Jay Department, what is the funding source to reimburse all or part of the labor expenses:

Brief description of event:

PLEASE PROVIDE A RUN OF DAY AND DRAFT TIMED STAGE PROGRAM.

IATSE stage labor union mandates crew breaks every 5 hours.

The GWL Theater is a full-service rental space including ushers and crew.

The following questions allow us to calculate a cost estimate.

AUDIENCE * *indicates required field*

- * Anticipated Number of Attendees in Theater:
 - * Audience check-in/registration time:
 - * Event Start time:
 - * Theater Stage program start time:
 - * Theater Stage program end time:
 - * Event End Time
 - * # of Hours for Rehearsal
 - * # of Hours for load out/restore
 - * Is the event open to the public?
- Are tickets being sold?
- * How much are tickets?
- What VIPs are invited?
- Do you have security needs beyond the usual?
- Are John Jay students invited?

Most Theater AV, Lighting, and furniture are included in your reservation. Crew are scheduled based on your technical requirements.

STAGE SET UP* *indicates required field*

- | | |
|--------------------------------|--|
| ▪ # of microphones | ▪ * Boom lights |
| ▪ Chairs/ Armchairs | ▪ * Set Build |
| ▪ * Risers | ▪ Green Room/Dressing Rooms |
| ▪ Lectern | ▪ Recorded Music |
| ▪ Conference Screen | ▪ * Live Music |
| ▪ Full Stage scrim/screen | ▪ * How many performers in your event: |
| ▪ * Marley Dance Floor install | |

*Please list or plot all live musical instruments/DJ:

RECORDING/LIVESTREAM (We do not provide video recording or livestream)

*Will you be recording? * If so, how many video cameras?

*For what purpose is the recording:

*Will you livestream? *To what platform/room:

* Will you charge participants for livestream attendance

PRE- OR POST-EVENT RECEPTION

We have an in house caterer but are not exclusive. Serving alcohol requires a SLA permit.

- The Conference Room across from the Theater has capacity of 70 people standing cocktail.
- The Kroll Atrium has capacity of 250 standing cocktail.

*If you are interested in a quote for either of these please list:

- Number of invitees
- Day/Times room will be needed for set up and activation
- Furniture requests
- Alcohol Served?

To view or reserve **seated** reception options or other breakout spaces, contact Dominique Mendez in Space Reservations: domendez@jjay.cuny.edu

Any other notes that will allow us to create a complete cost estimate:

Complete and email this form to Rubina Shafi, rshafi@jjay.cuny.edu with a W9.

Please allow 1 - 2 weeks for a cost estimate.