



# 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

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? \_\_\_\_\_

*Continued on page 2...*

**STAGE SET UP**

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

# of Chairs on stage: \_\_\_\_\_ Choral risers for how many: \_\_\_\_\_

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

Lectern: \_\_\_\_\_

Conference screen to display slides or video: \_\_\_\_\_

(We cannot accommodate hi def video. Please let us know if you will bring/rent your own high def or blue ray projector/player.) \_\_\_\_\_

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

Marley Floor: \_\_\_\_\_ Lighting Booms: \_\_\_\_\_

Major changes to the rep lighting plot: (please describe briefly) \_\_\_\_\_

Grand Piano or Keyboard: \_\_\_\_\_ Orchestra Pit: \_\_\_\_\_

Please list other musical instruments or size of orchestra:

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

**A PRODUCTION SCHEDULE OR STAGE DRAWING IS APPRECIATED.**

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

Do you need to strike 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? \_\_\_\_\_

Will you use the green room and dressing rooms? \_\_\_\_\_ Will you need a Wardrobe Attendant? \_\_\_\_\_

**\*BILLING INFORMATION\***

Contract Licensee: \_\_\_\_\_

Licensee Representative: \_\_\_\_\_

Person completing this form and role in organization: \_\_\_\_\_

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

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

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

Non-Profit status: \_\_\_\_\_ NYC Agency status: \_\_\_\_\_

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

Is there anything else we need to know to create an estimate for you: