



# 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 \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Event Date: \_\_\_\_\_ Number of Audience: \_\_\_\_\_

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

Stage Program start time: \_\_\_\_\_ Stage program end time: \_\_\_\_\_

Describe Performance/Event:

**OTHER NON-THEATER EVENT SPACE NEEDED:** \_\_\_\_\_

## TICKETING

*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.*

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

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

Any special security requirements? \_\_\_\_\_

## GRADUATIONS

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

## COVID PRECAUTIONS

We require all guests/staff/performers to be fully vaccinated and masked while in the venue except when performing.

What is the plan to ensure this? \_\_\_\_\_

*Continued on page 2...*

