



THEATRE RENTAL INFORMATION

Please fill out this form completely to ensure that your needs are taken care of.

1. Your rental is for up to 6 consecutive hours. Additional time is available for decorating, caterer set-up, etc. at a rate of \$35. per hour. If you require additional time, how many hours? _____

2. How many people will be attending your function? _____

3. Do you require any tables to be set up backstage? _____ How many? _____

4. Will you be using any dressing rooms (2 available)? _____ How many? _____

5. Does your stage set-up include hanging any banners/backdrops? _____ What is the method of hanging them? _____

6. Will you need any tables/chairs set up in front of the curtain? _____ # of tables _____ # of chairs _____

7. Do you need a podium on stage? _____

8. The rental fee includes 2 members of our technical staff. Additional staff at \$25./hr. may be necessary for more complicated lighting/sound requirements, custodial services or as additional security. This decision is made by the Dolly Hand Cultural Arts Center Manager based on the following information and the number of people in attendance:

*Will there be any lighting changes during your performance/rental? _____ How many? _____
What type? _____
Contact our tech. manager: David 561-993-1160

* Will you need spotlights (2 available)? _____ How many? _____

*Will you require the theatre's video projection system? _____
vhs _____ dvd _____ power point _____ computer _____

*Will you require the theatre's sound system? _____
of mics _____ live music _____ cd _____ tape _____ other _____

*Will you need any cordless mics (6 available for an additional charge of \$25./each)? _____
How many? _____

*Will you need any Clearcom headsets (6 available for an additional charge of \$25./each)? _____
How many? _____

9. The College electronic marquee is available for an additional charge of \$25. Would you like to include this to advertise your rental? _____ If yes, please complete the sign request form included in this packet.

10. Ticket printing for up to 500 tickets is available for an additional charge of \$25. Do you need this service? _____ If yes, please complete the ticket order form in this packet.

11. Will you require any additional tables set up in the lobby for ticket sales, registration, etc.? _____ If yes, how many? _____ How many chairs at each table? _____