THEATRE RENTAL INFORMATION

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

Your rental is for up to 8 consecutive hours. Additional time is available for decorating, caterer set-up, etc. at a rate of $100-$150 per hour. If you require additional time, how many hours? ________________________

How many people will be attending your function?____________________

Do you require any tables to be set up backstage?____ How many? ______

Will you be using any dressing rooms (2 available)? ______ How many? ______

Does your stage set-up include hanging any banners/backdrops? ______ What is the method of hanging them? (pinning to the curtain is not allowed) ____________________________

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

The rental fee does not include any staff or advanced lighting/sound. An hourly rate of $20-$30 will be charged for lighting/sound requirements, house management, custodial services or additional security. Additional charges may apply for advanced lighting/sound requirements. This decision is made by the Dolly Hand Cultural Arts Center Director based on the following information and the number of people in attendance:

Do you need a podium on stage? __________ with a mic? ______

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? _____ computer_____ dvd _____ power point _____

Will you require the theatre’s sound system? ______

Wired mics ____ live music ___ cd ____ tape ____ stage monitors ____ other______________________

Will you need cordless mics (advanced sound package required)? ______

# of Handheld (6 available) _____ # of Body pack (lapel clip - 6 available) _____

Will you need Clearcom headsets (advanced sound package required)? ____ # of wired _____ # of wireless ______

Will you require a piano?  Grand ($200) ______    Upright ($100) ______

Will you require a mirror ball ($50)? ______

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? _____

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.

Ticket printing for up to 500 tickets is available for an additional charge of $35. Do you need this service? ________

If yes, please complete the ticket order form in this packet.