



Rental Application

Circle: Main Stage / EFT Black Box

Event Title: _____

Event Date: _____

Curtain Time: _____

Box Office Information

1. Organization: _____

Address: _____

City/State/Zip: _____

Contact Name _____

Contact Phone/Email: _____

Fax/Pager: _____

2. Ticket wording: _____

(Limit 1 line 30 spaces)

3. Ticket prices: _____ Ticket sale date: _____

Tickets can not be sold until the following are on file: signed contract, deposit and approved original insurance certificate.

4. Consignment Ticket sales: Yes / No

5. Length of Show: _____ Intermission: Yes / No Length: _____
Any show 90 minutes or more must have an intermission.

Staffing/Event Sales Information (Please Circle Your Choice)

1. Souvenir Sales:

- by LPAC employees-- (20% commission)
- by commercial group -- (15% commission)
- by non-profit group -- (10% commission)

2. LPAC Ushers (16 min): Yes / No

3. Insurance: Providing own insurance rider / Purchasing LPAC event insurance?

4. Commercial / Non-Profit (If applying for the non-profit rate, deposit must be accompanied by IRS designation letter)

5. Which of the following apply to your event?
Photo sales -- Decorations in lobby -- Decorations in black box -- Caterers

6. Will you allow flash photography or videotaping in your event? (Please circle)

I have received a copy of the following: General Operating Policy, Fee Resolution, Technical Specifications, Tech Specs for Renters, Credit Application and Insurance Requirements.

Signature

Technical Information:

1. Set up/Load in/Rehearsal Information

Load in Date:	Time	Length
Rehearsal date(s):	Time	Length
Rehearsal date(s):	Time	Length

Or attach rehearsal schedule.

2. Production staff name and numbers-phone/fax/cellular/pager

Contact _____ ph# _____

3. Total number of performers _____ Children # _____

Chaperones # _____ *Note: one chaperone per 15 children is required.*

4. Circle all LPAC equipment you plan on using:

Orchestra pit at: stage level / orchestra level / house level

CDRW -- Cassette -- DAT -- Music Stands # _____ Black chairs # _____

Platforms (4x8) # _____ Heights _____

The following equipment requires extra fees: (Circle)

Dance Floor \$24 per roll (for gaff tape) / Fogmachine 1- 2 @ \$35 per day

Grand piano or Studio piano @ \$60 (for tuning)

Followspots-1-2 @ \$40 per day (plus labor) / EAW Speakers @ \$250

Orchestra shell @ \$120 per event plus labor

5. Sound: Number of mics # _____ (All mics are hardwired)

Please explain the mic usage: (Circle) Singers MC Public Speakers Instruments:

Please list: _____

7. Lighting: Will you be using LPAC House Lighting Plot and Focus: Yes No

Please list any specials or GOBOS: _____

8. Will your production include: (Circle) Pyrotechnics Open flame Strobes Smoking Free Standing Flying Scenery

Note: We do not rent strobes.

Please include a set up chart, floor plan and any information that is relevant to your production. Your estimated charges are based on the information you supply. Incomplete information could result in higher charges at the end of your event.

9. Please sketch a basic stage layout below or attach an additional sheet: