



Theater Rental Questionnaire

This application is intended to provide preliminary information, regarding the needs of potential clients for Copeland Hall at The Grand Opera House. This questionnaire must be submitted for your rental to be considered.

A production contact MUST be given to our Tech Director and all aspects of the technical portion and people involved MUST be in agreeance. Your date and performance/show will be confirmed once an invoice, marketing materials and tech aspects have been agreed upon. A contract will then be issued. It is your responsibility to read, understand and answer all necessary questions prior to submission. Please note that this form is divided into departmental sections so some questions may be repeated.

Questions?

Contact Sonya Donawa

302-658-7897 Ext: 3600

sdonawa@grandopera.org

Section I: Renter Information

Event Name: _____

Desired Event Date: _____ Secondary Date: _____

(The Desired Event Date is not guaranteed; secondary dates are suggested)

Primary Contact: _____

Authorized to Speak on Behalf of Renter: _____

Company/Organization: _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____

Please describe your event in detail including names of performance groups**.

****If performers will be contracted, you will need to supply copies of the executed contracts****

Is this event a fundraiser? Who is the beneficiary? _____

Is your organization a certified Non-Profit 501 (c) 3 Organization? YES or NO

****If YES, proof is required****

Have you ever utilized any of our theaters or venues before?

☐ Yes, When? _____

☐ No

How did you hear about us? *(please check all that apply)*

☐ Attended a previous event

☐ Attended a performance

☐ Web search

☐ Word of mouth

☐ Referral

☐ Other _____

Section II: Event Information

Preliminary Timeline

What time will the first person from your event arrive for setup? _____

Will there be a pre-event rehearsal? What time? _____

Will you have catering? _____

(We ask that you utilize one of our preferred catering companies if your event requires catering of any kind. If you would like to use your own caterer, there will be a \$150.00 non-refundable outside catering fee and we will need to see the caterer's active business license and insurance.)

If yes, what time will they arrive? _____

Is there a pre-event reception? What time? _____

What time will the theater doors open for guests to be seated? _____

What time will your performance begin? _____

Is there an intermission? How long? _____

What time will your performance conclude? _____

Is there a post-event reception? What time? _____

What time will the last person exit the facility? *(Must be by 11:00 pm)* _____

☐ Yes, Number of vendors: _____

☐ No

Will ushers be needed to assist with seating? *(Subject to availability)* YES or NO

ALL BEVERAGES MUST BE PURCHASED THROUGH THE GRAND - NO EXCEPTIONS

Would you like alcohol to be served? YES or NO

Would you like beverages to be allowed inside the theatre? YES or NO

Would you like food to be allowed inside the theatre? YES or NO

If you would like to purchase a beverage package for your event, please fill out the following information:

What beverages would you like available to your guests at NO COST TO THEM?

☐ Coffee ☐ Tea ☐ Juice ☐ Water
☐ Soda ☐ Beer ☐ Wine ☐ Liquor

Would you like regular or premium alcohol? ☐Regular ☐Premium

How many people are you expecting for the event? _____

Theater References

Please provide a list of references where the company/individual has been contracted and performed. If you have performed here in the past, please list the last three event names, dates and theaters below. *References must be checked and cleared prior to contract.*

Previous Grand/Playhouse Rentals:

Reference #1

Name of venue: _____ Date Performed: _____

Contact name: _____

Contact phone number: _____

Contact e-mail: _____

Reference #2

Name of venue: _____ Date Performed: _____

Contact name: _____

Contact phone number: _____

Contact e-mail: _____

Reference #3

Name of venue: _____ Date Performed: _____

Contact name: _____

Contact phone number: _____

Contact e-mail: _____

MARKETING
AND
BOX OFFICE

☐ The Grand Digital Poster - \$100.00

- Images should be built as 8"x16" with no text being under 56pt.

*For performances: Installation up to 60 days out once images have been received and approved.
Weddings/Special Events: Installation will occur on the day of event once received and approved.*

****It is required that The Grand's Box Office print and sell all tickets for all events or performances held in our facilities****

Does your event require tickets to be sold?

☐ Yes – The Grand's Box Office will print and sell our tickets

☐ No (If no, skip to the next section)

Number of performances: _____ Performance date(s): _____

Performance time(s): _____

Will there be an intermission? (*please circle*) YES or NO

Please indicate your running time below: (*please note: if there is an intermission(s), the Box Office will remain open through the first intermission. If there is no intermission, the Box Office will remain open one half hour after curtain time*)

_____ minutes Act I

_____ minutes Intermission

_____ minutes Act II

Type of seating: (*please circle*) General Admission Reserved Seating

Ticket prices: (*please be as specific as possible. Consider single tickets, student and senior discounts, group pricing, etc. Tier structure is listed below – please denote ticket price for each tier on lines provided*)

REGULAR PRICING

Copeland Hall

Tier 1 _____

Tier 2 _____

Tier 3 _____

DISCOUNTED PRICING (if applicable)

Copeland Hall

Tier 1 _____

Tier 2 _____

Tier 3 _____

Will there be seating kills for a lighting/sound board or steps from the stage? YES or NO

If yes, please describe location: _____

Ticket Information:

LINE 1 (presenter's name): _____ (max. 30 characters)

LINE 2 (CANNOT change) Presents

LINE 3 (Headliner's name): _____ (max. 30 characters)

LINE 4 (Supporting act?): _____ (max. 30 characters)

As a benefit of having our Box Office sell your tickets, you have the option to provide a brief description of your event which will be posted on our website, www.thegrandwilmington.org.

*It is the policy of The Grand Opera House that all printed material, advertising matter, posters, pictures, electronic media, etc. to be used prior to, at, or in connection with your event must be submitted to The Grand Opera House's Marketing Director at least ten (10) days **prior** to the proposed use of same and that any parts or the entirety thereof may be abridged, modified or rejected by The Grand Opera House at its discretion without liability to Licensee. Licensee shall hold harmless The Grand Opera House and indemnify The Grand Opera House from any loss resulting from any misprints in any advertising media placed by Licensee. Licensee is responsible for all marketing and publicity surrounding the event. Licensee shall not broadcast, telecast, record or reproduce any performance, rehearsal thereof or parts thereof for public use without the express written consent of, and upon terms and conditions agreed to by, Grand Opera House, Inc.*

Please tell us how you intend to market your event (check all that apply):

☐ Posters ☐ Post Cards ☐ Flyers/Handouts ☐ Brochures

☐ Print Ads ☐ Self-mailers ☐ Direct Mail ☐ Website

☐ Telemarketing ☐ Email ☐ Facebook ☐ Twitter

☐ Other (please describe): _____

If your Show or Organization has a website, please provide your web address(es):

STAGE PRODUCTION
AND
SPECIFICATIONS

Please take a moment to read this introduction written by our Technical Director to help you answer the questions that will follow:

--I'm sure that you have heard the term "the magic of the theater," and this is what you are trying to create for your audience with your special event here at The Grand. But, that magic doesn't just happen by itself; it takes work and time.

Both Copeland Hall and the baby grand theaters have fully equipped sound and light systems (wireless microphones are not included) which normally have basic setups in place.

However, the more elaborate you wish the lighting to be, the more time it takes to accomplish that before any rehearsals can take place. The more instruments in your band, the more microphones have to be placed, wired, checked and balanced during a sound check. This also takes time.

Although your rental fee covers use of the space during a stated period of time, it does not cover the cost of the stage crew necessary to make the sound, lights and other technical aspects of your production exactly how you want them. The Grand's stage crew members are professionals who are here to help you. The longer it takes to set up your needs, the more time the crew needs to be here and thus, the more cost for crew hours you will incur. The Technical Director will discuss requirements with you beforehand and he will determine how much time is necessary to accomplish what you want.

*Also, please remember, those little gremlins running around backstage making music, also known as stage crew, are really human beings. They cannot function continuously for hours on end without breaks. When thinking about your production schedule, please keep that in mind. **Meal breaks will be required every four to five hours.***

Here's to working together for a great production!

Event or Performance Name: _____

Date(s)/Time(s): _____

****Contact Person for Technical Needs:****

(this person MUST be present for the entirety of the event)

Name: _____

Best phone number for technical contact: _____

Secondary phone number: _____

Type of event or performance: _____

Please describe your event or performance:

What is the total number of people in your performance/show? _____

Will you be contracting talent? _____

If this is a hired performance/show, did they provide you with a contract and technical rider? *(please check one)*

- ☐ Yes – *If yes, we will need a copy of the executed contract and rider*
☐ No

Does this performance/show involve a chorus? *(please check one)*

- ☐ Yes – number of singers: _____
☐ No

Will you require chorus risers? *(requires additional crew hours billed)*

- ☐ Yes – Standing or Seated *(please circle)*
☐ No

Are there soloists? *(please check one)*

- ☐ Yes – Number of soloists: _____

☐ No

Will there be singing to a recorded track? *(please check one and select medium)*

☐ Yes – *please select medium below*

Medium: ☐ Cassette ☐ CD ☐ DAT ☐ Computer *(what format?)* _____

☐ No

Will there be singing with live accompaniment? *(if yes, please provide a drawing of setup, listing number of members and types of instruments)*

☐ Yes - *(please circle one)* SINGLE GROUP BAND

☐ No

Does your group or band require risers? *(requires additional crew hours billed)*

☐ Yes – *please list how many, what dimensions and what height(s):*

☐ No

Is your group or band acoustic and do you need microphones?

☐ Yes, we are acoustic

Do you need microphones? ☐ Yes* – *how many?* _____ ☐ No

Specific mics not in The Grand inventory or wireless mics may incur additional rental charges

☐ No, we are not acoustic

Do you need to rent back line instruments? *(requires additional costs billed)*

☐ Yes – which ones? _____

☐ No

Is there a DJ providing music?

☐ Yes – location: _____

☐ No

Do you have your own sound equipment?

☐ Yes – please name: _____

☐ No

Do you need monitors? (*may require additional costs billed*)

☐ Yes – Number of monitors: _____ Number of mixes: _____

☐ No

Do you have a front-of-house or monitor mix person?

☐ Yes – *Name and phone number:* _____

☐ No

Do you need a piano? (*pianos listed below are available to rent and tune at additional cost*)

☐ Yes – *please select your desired piano(s)*

☐ No

☐ 6' Yamaha Baby Grand (Grand Opera House ONLY)

☐ Upright Piano (Grand Opera House and Playhouse)

Please select placement for pianos

☐ Copeland Hall Stage

☐ baby grand stage

☐ baby grand lobby

Will piano move to a different location during the performance/show?

☐ Yes – *please describe:* _____

☐ No

Do you need music stands/lights?

☐ Yes – number: _____

☐ No

Do you need chairs on stage?

☐ Yes – number: _____

☐ No

Will you need an acoustical shell? (Copeland Hall ONLY)

☐ Yes ☐ No

Is this performance/show a play or dramatization?

☐ Yes ☐ No

If yes, is there scenery?

☐ Yes – *all scenery must be constructed, painted, treated with flame retardant and provided with any necessary rigging before loading into the theater. Assembly and minor touch up paint ONLY are allowed on the stages.*

Does the scenery need to fly? (Playhouse ONLY) ☐ Yes ☐ No

If yes, please describe the set (platforms, walls, furniture, etc):

☐ No

Do you have a ground plan or elevations for your scenery?

☐ Yes ☐ No

Do you have people to load in, set up and load out your scenery? (*if not, additional crew hours may be billed*)

☐ Yes ☐ No

Do you require prop tables?

☐ Yes – How many? _____ Location: _____

☐ No

Are there rehearsals scheduled prior to your scheduled performance date? (*additional crew hours billed*)

☐ Yes – When are they scheduled and where? _____

☐ No

What is the estimated running time of your performance/show? _____

Are there any intermissions during your performance/show? *(please check one)*

☐ None

☐ One

☐ More

Please detail when during the performance/show the intermission(s) will take place:

Is audio/video equipment needed? *(may require additional costs billed. All video or slide shows must be submitted prior to event)*

☐ Yes – *please select equipment needed below*

☐ Projector

☐ Screen

☐ No

Will there be a lighting or sound board within the seating area?

☐ Yes – *please describe location:* _____

☐ No

What type of stage lighting will be required for your performance/show? Please describe:

Do you have a lighting plot plan that you can provide us?

Performances or shows that require hanging and focusing of a provided plot or those requiring refocusing or specific gels or gobos will require additional crew hours and/or materials costs to be billed.

☐ Yes

☐ No

Do you require follow-spot(s)? *(if yes, additional crew hours and/or follow-spot rental costs may be billed)*

☐ Yes – how many? _____

☐ No

Do you need a podium?

☐ Yes – location: _____

☐ No

Do you need to hang any banners or other soft goods?

☐ Yes – *please list number, location and dimensions:*

☐ No

Do you need steps from the stage to the audience?

☐ Yes

☐ No

How many vehicles will be arriving for load-in at the stage lift doors on King Street (GOH) or Orange Street (PH)? _____

A City of Wilmington Parking Permit is required for the loading zone on King Street or Orange Street: (*please select option below*)

☐ Have – must be submitted to Technical Director

☐ Need – additional costs billed

Are there either handicapped or other special needs required on stage?

☐ Yes – *please describe:* _____

☐ No

List special requests or unusual technical requirements:
