Theater Rental Questionnaire

This application is intended to provide preliminary information, regarding the needs of potential clients at The Playhouse on Rodney Square. 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 agreement. 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 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)
Will any merchandise be sold by either you or the vendors?

☐ Yes, Number of vendors: _________________
☐ No

Note: **Renter must provide sellers.** There is a 20% charge on all soft goods sold and a 10% charge on all recordable (CDs/DVDs/etc.). Rental of space includes one standard merchandise set-up. Any additional tables requested may be accompanied by a fee.

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

If there are other activities associated with your event (reception, meet and greet, etc.), please describe them below and provide both the START and END times:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

We offer complete beverage service from cash bars through open bars. Bars based on consumption are available for parties of less than 75 guests.

**ALL BEVERAGES MUST BE PURCHASED THROUGH THE GRAND - NO EXCEPTIONS**

The Grand will have beverages and snacks available for sale to be enjoyed in the lobby and theater during your event. If you would like to opt-out of alcohol being sold, please inform us.

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)

<table>
<thead>
<tr>
<th>REGULAR PRICING</th>
<th>DISCOUNTED PRICING (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Playhouse</td>
<td>The Playhouse</td>
</tr>
<tr>
<td>Tier 1 _________</td>
<td>Tier 1 _________</td>
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<tr>
<td>Tier 2 _________</td>
<td>Tier 2 _________</td>
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<tr>
<td>Tier 3 _________</td>
<td>Tier 3 _________</td>
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<tr>
<td>Tier 4 _________</td>
<td>Tier 4 _________</td>
</tr>
</tbody>
</table>
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 Playhouse 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

☐ Upright Piano (Grand Opera House and Playhouse)

*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

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 – No Scenery

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 Orange Street?

__________________________________________________

A City of Wilmington Parking Permit is required for the loading zone on 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:

________________________________________________________________________

________________________________________________________________________