The Grand Rental Event Questionnaire

This application is intended to provide preliminary information, regarding the needs of potential clients of The Grand Opera House. This questionnaire must be submitted for your rental to be considered. Your date and event will be confirmed once an invoice has been agreed upon and a contract has been issued, signed and returned.

Questions?
Contact Sonya Donawa
302-658-7897 Ext: 3600
sdonawa@grandopera.org

Renter Information

Event Name: ________________________________________________________________

Requested Event Date: _______________________________________________________

Primary Contact: ____________________________________________________________

Company/Organization: _____________________________________________________

Address: ____________________________________________________________________

____________________________________________________________________________

Primary Phone: _________________________ Secondary Phone: ______________________

E-mail: _______________________________________________________________________

Requested venue/facility: (Please check all that apply)

☐ Sarah Bernhardt Salon     ☐ baby grand Lobby     ☐ Wesler Room
☐ Studio 1                  ☐ Ninth Muse            ☐ baby grand
☐ Copeland Hall             ☐ The Playhouse

Expected number of guests? ______________________________________________________

Have you ever utilized any of our venues before? ☐ Yes, when? ________________  ☐ No

Are you a non-profit organization? (Proof of 501c3 will be needed)  ☐ Yes  ☐ No

Will tickets be sold for this event? (All tickets MUST be sold by The Grand)  ☐ Yes  ☐ 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

*Event Information*
Please describe your event in detail:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

*Preliminary Timeline*
What time will the first person from your event arrive for setup?  ________________
What time will your event begin?  ________________
What time will your event conclude?  ________________
What time will the last person exit the facility? *(Must be by 11pm)*  ________________

*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 non-refundable outside catering fee and we will need to see the caterer’s active business license and insurance.)

Will you have catering?  ________________

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

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

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

Would you like to have a cash bar on certain items? *(Please circle)*  YES or NO

If so, what would you like offered at the cash bar? *(Please specify regular or premium)*
**Upgrades**

Would you be interested in any of the following event upgrades? *(Please check all that apply)*

☐ Up-Lighting Package - $150.00
  - Illuminate your event space in a color of your choosing.

☐ The Grand Digital Poster - $100.00
  - Images should be built as 8”x16” with no text being under 56pt. Any text under 56pt may be illegible.
  
  *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.*