

JAMAICA PERFORMING ARTS CENTER

Rental Request Form

The information you provide on this form will be used solely to determine an appropriate price quote. Please complete the form and return it via fax or email to Jamaica Performing Arts Center at 718-658-7922 or rentals@jamaica-performingartscenter.org. If details of your request are modified, the quote will be adjusted to reflect the change. Please be advised a rental request is not confirmed unless a contract is issued and signed by both parties. Please allow up to thirty (30) days for rental request review.

If you have any questions regarding this form, please contact Nadege Noel at 718-618-6170 ext 301.

Company/Organization legal name: _____

Mailing address: _____

Are you a 501(c)(3)? Yes No

If yes, please provide a copy of your tax exempt form

Contact person name: _____

Contact person daytime phone: _____

Contact person alternate number (Cell phone): _____

Contact person e-mail address: _____

Fax number: _____

Website of org/group: _____

How did you hear about us? Friends Internet – specify website: _____

Open House Other (please specify): _____

Have you used our facility for a past event? Yes No

Title and description of your special event/performance: _____

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SPACE REQUESTED:

- Theater (theater style seating capacity: 400, private reception/dinner style seating capacity: 160-240)
- Conference room (seating capacity: 17)
- Rehearsal room (dimension 21' L x 25' W)

DATES:

Preferred date 1: _____

Preferred date 2: _____

PLEASE NOTE: Date will not be held until a contract is signed and 50% deposit payment is received.

EVENT DESCRIPTION

Performance (dance, concert, play, etc): _____

Number of people in the performance if applicable: _____

Conference / lecture (title): _____

Film / video screening (title): _____

Other (please describe): _____

Anticipated attendance: _____

Is this event open to the general public? Yes No

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SCHEDULE:

In order to provide you with the appropriate quote for your special event, please estimate the number of hours you will need in the space. Please include rehearsals, set-up, and other time requirements. Be aware that JPAC provides all renters with one additional hour before and after the event for set-up and breakdown at NO additional cost

Event start date / time: _____

Event end date / time: _____

What time does load-in / set-up begin? _____

What time will the last person working the event leave? _____

What time would you like to access the theater/event space?

Will rehearsals occur on a different date? Yes No

If yes, date & time of rehearsal? _____

Number of rehearsal hours: _____

Length of performance/event: _____

Intermission Yes No Approximate length: _____

If your performance/event is to run on multiple days, please include each performance in your calculation.

TOTAL HOURS IN THEATER / SPACE (including rehearsal time): _____

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EQUIPMENT & TECHNICAL NEEDS (check all that apply):

- Sound equipment set-up
- Lighting equipment set-up
- Production level sound equipment
- Dance/Marley floor
- Microphones (Quantity) _____
- Slide projector
- Overhead projector
- VCR/DVD Player
- Testing cords (Quantity) _____
- Video projector
- Tables (Quantity) _____
- Chairs (Quantity) _____
- Dressing rooms (2 available)
- Will your group bring musical instruments? (Please list type and quantity)

- Audio / video recording (for future sales or distribution)
- Audio / video recording (for archival purpose only)
- Are you planning to use video or image projections? (Are they being run from a DVD player or from a laptop computer? What kind of laptop computer?)

Will the event need a lighting system? ___Yes ___No

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Will you need to install special equipment Yes No

If yes, please describe: _____

Will extra furnishings (not included in rental package) be required? ___ Yes ___ No

If yes, please describe: _____

TICKETING & BOX OFFICE

All tickets must be printed by the Jamaica Performing Arts Center

Will your event be free of charge: Yes No

If no, what are the proposed ticket prices? _____

How do you plan to sell tickets? _____

Is this event general admission or reserved seating? _____

USHERS

Ushers are required for most events. The minimum number of ushers will be determined based on the nature and needs of the event.

RECEPTION:

Will the event be catered? Yes No

Will alcohol be served? Yes No

If yes, will it be sold or given away? _____

Please note that extra security might be required if alcohol beverages are being served, resulting in an additional charge.

Signature

Date

Thank you for considering Jamaica Performing Arts Center for your event.