

Diana Wortham Theatre

Rental Event Information Form

Rental Forms must be completed & submitted a minimum of 2 months prior to On-Sale Ticket Date

I. Renter Information

Name/Organization (**check payable to**):

Address:

Zip Code:

Website:

II. Event Contact (This person must be present for actual event)

Name of Contact(s):

Phone: Cell:

Office:

Home:

Fax:

E-mail Address(es):

III. Event Information

Title of Event:

Proposed Date(s):

Description:

Type of Event: Please choose the description that best describes your event.

___ **Full Production** with rehearsals, lighting cues, sound cues, scenery, flies, etc.

Examples: Live Theatre - Dance Concert - Opera - Musical

___ **Single Day Production** with lighting, sound, sound-check, load-in/load-out

Examples: Music Concert - Variety Show - Stand-up Comedy

___ **Recital** with no special lighting, simply lights up, lights down

Examples: Dance Recital - Piano Recital - Choral Concert

___ **Lecture/Workshop** with speaker at lectern, slide presentation

___ **Festival** with multiple performances

___ **Self-Contained Event** (half day load-in/show/load-out)

Examples: providing your own sound and lights

IV. Event Schedule

1. **Theatre Load-in/Set-Up** - (begins with **FIRST** access to the theatre)

(Remember to write down when you need the Loading Dock, see #6)

Date:

Start Time:

End Time:

2. **Rehearsals/Tech** - please list your proposed rehearsal and tech schedule

Date:

Start Time:

End Time:

Date: Start Time: End Time:
Date: Start Time: End Time:

3. Dress Rehearsal Previews -

Are any of your dress rehearsals open to the public or invited audience? ___Yes ___ No

Date: Start/Curtain Time:
Date: Start/Curtain Time:

4. Public Performance(s)/Lecture(s) - list the Dates and Curtain/Start Time/Running Time

Date: Start/Curtain Time: Running Time:
Date: Start/Curtain Time: Running Time:
Date: Start/Curtain Time: Running Time:
Date: Start/Curtain Time: Running Time:

5. School Performance(s) - please list the dates, starting and running time

Date: Start/Curtain Time: Running Time:
Date: Start/Curtain Time: Running Time:

6. End Time(s) - please list anticipated time you will be leaving the theatre

Date: End Time:

V. **Ticketing Information** *(For requests to be filled, a minimum of 48 hours must be given for Complimentary tickets)*

Tickets: This event will be ticketed: ___Yes ___No

Seating is: ___ Reserved ___ General Admission

Admission Prices: Full Price (without sales tax): \$_____ *(Admissions 7% sales tax and \$3.00 building operations fee will be added to all tickets. For example: Full Price ticket is set at \$25, the total purchase price to your patron including sales tax will be \$29.96.)*

Discounts (optional):

Senior (65+): \$___ Student: \$___ Child (12&under): \$___ Other: \$___ (Describe)

Ticket Sales Begin (*preferred* start date) Date: _____

Would you like to receive regular ticket sales reports? ___Yes ___No

If yes, would you prefer ___Daily ___Weekly ___Monthly

Please include all email addresses that will receive ticket reports.

VI. **Additional Information**

Intermission: Are you planning on having an intermission?

_____ Yes _____ No _____ Length of Intermission. If so, what time do you anticipate intermission beginning? _____

Video Tape: Are you planning on videotaping your event? _____ Yes _____ No

Sound Console for Music Events: Do you plan to have a sound board console in the house?

_____ Yes _____ No

Piano Use: Are you planning on renting the piano? _____ Yes _____ No

Projector: DWT does NOT have a projector but we do have a screen. You can provide your own projector or we can suggest a rental company. Does your event require a projector?

_____ Yes _____ No

Ushers: Will you be providing your own ushers (minimum of 8)? _____ Yes _____ No

If yes, ushers are required to be at least 18 years of age and must arrive at the theatre no later than one hour prior to curtain/start time. If not, please be advised that the cost of using the theatre's ushers will be assumed by renter/renting organization.

Merchandise: Do you plan to sell merchandise at your event? (CDs, T-shirts, books, flowers, etc.)

_____ Yes _____ No

There is a 10% (non-profits) to 15% commission on all items sold during the performance that will be collected by the House Manager.

Concessions: DWT may be able to offer concessions for your event including beer, wine, soda, water and snacks for no additional fee to the renter. Are you interested in this service?

_____ Yes _____ No

DWT retains the exclusive right to sell concessions at rental events. Only available if you have sold 250 tickets or more by the week of the performance.

Special Parking: Do you travel with a tour bus or large truck or semi? _____ Yes _____ No

VII. **Questions/Contact Information**

Diana Wortham Theatre www.dwtheatre.com
18 Biltmore Ave.
Asheville, NC 28801

Managing Director	Rae Geoffrey	828-210-9837	rae@dwtheatre.com
Operations Manager	Tiffany Santiago	828-210-9850	tiffany@dwtheatre.com
Technical Director	Sylvia Pierce	828-210-9848	sylvia@dwtheatre.com
Ticketing	Coco Palmer	828-257-4530	coco@dwtheatre.com

If you have any additional questions about this form, please contact Tiffany Santiago, Operations Manager at 828-210-9850 or tiffany@dwtheatre.com