

# FOLLY THEATER RENTAL INQUIRY

Event Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date Request 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alt. Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT:** \_\_\_\_\_

## PROPOSED TIME LINE:

(Factor 60 min. breaks for crew lunch and dinner)

Load In: \_\_\_\_\_

Tech: \_\_\_\_\_

Rehearsal: \_\_\_\_\_

Crew Lunch Break: \_\_\_\_\_

Crew Dinner Break: \_\_\_\_\_

Box Office Open: \_\_\_\_\_

Running Time: \_\_\_\_\_

House Open: \_\_\_\_\_

Curtain: \_\_\_\_\_

Intermission: \_\_\_\_\_

End Curtain: \_\_\_\_\_

Client Departs: \_\_\_\_\_

Insurance:  Client will provide certificate of insurance  
 Client will purchase certificate of insurance from Folly (\$150 fee)

## LIST A/V & TECH NEEDS HERE

(backline/equipment you need to rent from Folly or other provider. If you aren't sure, just enter "not sure" in this section). Please attach tech rider if available.

Risers Needed:  Yes  No  
Piano Needed:  Yes  No  
Wired Mics Needed:  Yes  No How Many: \_\_\_\_\_  
Wireless Mics:  Yes  No How Many: \_\_\_\_\_  
Speaker Stacks/Front Fills:  Yes  No  
Video Rental/Screen Needed:  Yes  No  
Dance Floor Needed:  Yes  No //  Modern  Traditional  
VIP/Meet & Greet:  Pre or  Post Show Hours: \_\_\_\_\_  
Shareholder's Room:  Yes  No  
 Pre or  Post Show Hours: \_\_\_\_\_  
Use: reception, lecture, dressing room, overflow (circle one)  
Bar Service (Alcohol):  Yes  No (\$150 Fee will apply)  
Bar Hours: \_\_\_\_\_

## TICKETING OPTIONS & FEES: (please complete entire section)

General Admission  Reserved Preferred On Sale Date (Allow 5 – 7 business days): \_\_\_\_\_  
 Hard Stock/Client Handles Box Office Hours Day of Show: \_\_\_\_\_  
 3<sup>rd</sup> Party Online System/Client Handles Box Office Hours Day of Show: \_\_\_\_\_  
 Folly Ticketing System/Folly Staff Sells Box Office Hours Requested Day of Show: \_\_\_\_\_

### All Clients:

How do you plan to apply the \$2 per ticket Preservation Fee:  Build into ticket price  Add as extra fee

### If Utilizing the Folly Ticketing System:

How do you plan to apply the \$1 per ticket Box Office Fee:  Build into ticket price  Add as extra fee  
How do you plan to apply the 4% Credit Card Fee:  Promoter pays at settlement  Add as extra fee