|  |
| --- |
|  |

  Today’s Date:

**Rental and Reservation Request Form**

This form is required in order to submit any production request/items **six weeks before event.**

Please note: If additional rooms are needed, additional request forms must be submitted for each room, but no need to complete B-E.

**Section I: Basic Info**

Please fill out boxes

|  |  |
| --- | --- |
| A. Basic Info  | All Info Required or indicate N/A |
| Name of event |  |
| Organization |  |
| Organization Type (circle one):  | Community Group Business/Corporate State Agency Individual NPO |
| Searchable EIN (if NPO):  |  |
| Mailing Address |  | **City/State/Zip:**  |
| Point of contact |  |
| Email |  |
| Phone number |  |
| Phone number (2)  |  |
| Leave below blank if multiple dates and complete section III.  |
| Event date(s) |  |
| Load-In Time  |  |
| Event Start time  |  |
| Event End time |  |
| Load Out time  |  |

|  |
| --- |
| B. Please provide your organization’s mission as well as the event purpose and scope in the space provided below. |
|  |

|  |
| --- |
| C. Why have you chosen the ESB-MACC as the place to host your event? |
|  |

|  |
| --- |
| D. What will your production/event add to the ESB-MACC? |
|  |

|  |  |
| --- | --- |
| E. Attendance  |  |
| Anticipated Attendance |  |
| Audience Age |  |
| Free or Admission Fee |  |
| If ticketed, who can purchase a ticket to the event?  |  |
| Public or private event? If public, may we publicize this event? |  |
| How will event be publicized? |  |
| How will tickets be sold? |  |

**Section II: Arrangement**

|  |  |
| --- | --- |
| F. Type of Event: Please select all that apply | Notes |
|  | **Select** |  |  |
| 1. |  | Performance (theatre, dance, music) |  |
| 2. |  | Rehearsal |  |
| 3. |  | Workshop |  |
| 4. |  | Public Presentation |  |
| 5. |  | Meeting/Webinars |  |
| 6. |  | Art Exhibition |  |
| 7. |  | Filming |  |
| 8. |  | Training |  |
| 9. |  | Reception | If selected, complete **section J** |
| 10. |  | Tour |  |
| 11. |  | Training |  |
| 12. |  | Dinner Reception | If selected, complete **section J** |
| 13. |  | Film Screening |  |
| 14. |  | Panel Discussion |  |
| 15. |  | Signature Event |  |
| 16. |  | Forum |  |
| 17. |  | Other (please specify in Section H) |  |

|  |
| --- |
| G. Type of Arrangement (if applicable) |
|  | **Select** |  |
| 1. |  | U Shape Meeting |
| 2. |  | Square Meeting |
| 3. |  | Round Meeting |
| 4. |  | Classroom |
| 5. |  | Presidium (standard theatre seating) |
| 6. |  | Arena (360 Deg.) |
| 7. |  | Open Space |
| 8. |  | Other (please provide details below) |

|  |
| --- |
| H. Arrangement Notes |
|  |

|  |  |  |
| --- | --- | --- |
| I. Spaces: Please select all that apply |  | \* Community gallery is not a rentable area. Use of the space is limited to serve as ONLY an entry to the auditorium. Installations within the space will not be removed or covered under any circumstances. Set-up within the space is limited. \*\*Kitchen only provided with Auditorium rental. |
|  | **First choice(s)**  | **Second choice(s)** |  |  **Location**  | **Notes** |
| 1. |  |  | Zocalo/Plaza | Outside Area | 3000 ppl capacity.  |
| 2. |  |  | Auditorium  | 1st Floor  | Performance space | Permanent bleacher: 139 ppl. |
| 3. |  |  | Kitchen\*\* | 1st Floor | Kitchen Space | Stove, counter, sink, fridge | Located behind Auditorium |
| 4. |  |  | Auditorium Corridor | Outside Area |  |
| 5. |  |  | Community Gallery\* | 1st Floor  | Art Gallery | Auditorium’s Reception Area |
| 6. |  |  | Black Box Theater | 1st Floor  | Performance space | Removable Bleacher: 50 ppl.  |
| 7. |  |  | Black Box Theater Corridor | Outside Area |  |
| 8. |  |  | Dance Studio | 2nd Floor | Rehearsal Open Space | 30 ppl with tables and chairs | 50 ppl with chairs |
| 9. |  |  | Dance Studio Corridor | 2nd Floor  |  |
| 10. |  |  | Raul Salinas Room | 1st Floor  | Medium Size Room | Free to the community space during operating hours | 30 ppl with tables and chairs | 45 ppl with chairs.  |
| 11. |  |  | Conference Room | 2nd Floor | Small Meeting Room |
| 12. |  |  |  SZC Gallery Corridor  | 2nd floor  | Outside Area | 2nd floor balcony |
| 13. |  |  | Concession Stand | 1st Floor  | Outside Area | Ice Machine location |
| 14. |  |  | Café Courtyard |  | Concession area | extends to benches in Zocalo |
| 15. |  |  | South Lawn | Outside Area |  |
| 16. |  |  | North Lawn | Outside Area |  |
| 17. |  |  | Main Entrance Hallway |  | Area closest to the Main Office |

|  |
| --- |
| J. Event Reception Info |
|  | **Select** |  |
| 1. |  | Alcohol will be served |
| 2. |  | Alcohol will be sold |
| 3. |  | Alcohol Permit |
| 4. |  | Use of Kitchen |
| 5. |  | Event will be catered  |
|  |  **5.a** | Name of Caterer (provide contact info) |  |

**Section III: Event Schedule**

Provide date, start time, and end time for each requested date. The ESB-MACC has a curfew of 10pm. Events/productions will not be scheduled past the 10pm curfew. Set-up, breakdown, and clean-up is the responsibility of the renter, please account for this in your requested rental times.

|  |  |
| --- | --- |
| K. Event Schedule & Timing |  |
|  | **Date** | **Load In Time** | **Doors Open****Time** | **Event Start Time**  | **Event End Time** | **Load Out Time** | **Quantity of Intermissions** | **Duration of Intermissions** |
| \*Example Line | 7/1/2017 | 8am | 9am | 9:30am | 11:30am | 11:45 | 1 | 15 minutes |
| Load in  |  |  |  |  |  |  |  |  |
| 1.Tech In  |  |  |  |  |  |  |  |  |
| 2. Tech in |  |  |  |  |  |  |  |  |
| 3.Tech In |  |  |  |  |  |  |  |  |
| 4.Tech In |  |  |  |  |  |  |  |  |
| 5.Tech In |  |  |  |  |  |  |  |  |
| 6.Tech In |  |  |  |  |  |  |  |  |
| 7.Tech In |  |  |  |  |  |  |  |  |
| 1.Run-through/Dress Rehearsal |  |  |  |  |  |  |  |  |
| 2.Run-through/Dress Rehearsal  |  |  |  |  |  |  |  |  |
| 1.Event/Performance |  |  |  |  |  |  |  |  |
| 2.Event/Performance |  |  |  |  |  |  |  |  |
| 3.Event/Performance |  |  |  |  |  |  |  |  |
| 4.Event/Performance |  |  |  |  |  |  |  |  |
| 5.Event/Performance |  |  |  |  |  |  |  |  |
| 6.Event/Performance |  |  |  |  |  |  |  |  |
| 7.Event/Performance |  |  |  |  |  |  |  |  |
| 8.Event/Performance |  |  |  |  |  |  |  |  |
| 9.Event/Performance  |  |  |  |  |  |  |  |  |
| 10.Event/Performance |  |  |  |  |  |  |  |  |
| 11.Event/Performance |  |  |  |  |  |  |  |  |
| 12.Event/Performance |  |  |  |  |  |  |  |  |
| 13.Event/Performance |  |  |  |  |  |  |  |  |
| 14.Event/Performance |  |  |  |  |  |  |  |  |
| 15.Event/Performance |  |  |  |  |  |  |  |  |
| 16.Event/Performance |  |  |  |  |  |  |  |  |
| 17.Event/Performance |  |  |  |  |  |  |  |  |
| 18.Event/Performance |  |  |  |  |  |  |  |  |
| 1.Load Out/Clean Up |  |  |  |  |  |  |  |  |
| 2.Load Out/Clean Up |  |  |  |  |  |  |  |  |

**Section IV: Production Request**

Not all equipment is available for each area requested and inventory may be reduced for multiple events. Some restrictions apply for use.

Rentals and Partners should provide their own technicians to set and operate their event. Renters must provide their own Aerial Lift certification or liability insurance.

Refer to Tech Specs file for standard equipment in each performance space.

|  |
| --- |
| L. Audio- Not available for Zocalo rentals. |
|  | Yes  | No | **Sound System needed (If yes, complete below. If no, skip section L.)**  |
|  | **Select** | **Quantity** | **Item Description** | Notes |  |
| 1. |  |  | Handheld wireless microphone | 2 sets installed in BB and Aud. | 2 |
| 2. |  |  | Lavalier wireless microphone  |  | 2 |
| 3. |  |  | Head worn wireless microphone | Auditorium only | 2 |
| 4. |  |  | Vocal Microphones |  | 7 |
| 5. |  |  | Instrument Microphones |  | 7 |
| 6. |  |  | Instrument Input (D.I. Boxes) |  | 3 |
| 7. |  |  | Gooseneck Mics (desktop mics) |  | 5 |
| 8. |  |  | Overhead Microphones  | Black Box & Auditorium Only |  |
| 9. |  |  | Monitor Speakers (Powered Speakers) |  | 4 |
| 10. |  |  | Laptop Audio Input (1/8” cable) |  |  |
| 11. |  |  | Video Clip has Audio |  |  |
| 12. |  |  | Intercom system | Black Box & Auditorium Only |  |
| 13. |  |  | Podium with Mic |  | 2 |
| 14. |  |  | Sound Tech Assistance needed (to troubleshoot before and during event) |
| 15. |  |  | Providing own Sound Technician (provide contact info below) |
|  |  |  **15.a** | Name  |   |
|  |  |  | Phone Number |  |  Email |  |
|  |  |  **15.b** | Name |  |
|  |  |  | Phone Number |  | Email |  |
| 16. |  |  | Providing own sound equipment. List equipment in Section M. |
| 17. |  |  | **Music Performance** (provide band member contact info below) |
|  |  |  **17.a** | Band  |   |
|  |  |  | Contact name |  | Phone number |  |
|  |  |  | Email |  |
|  |  |  **17.b** | Band |  |
|  |  |  | Contact name |  | Phone number |  |
|  |  |  | Email |  |
|  |  |  **17.c** | Band |  |
|  |  |  | Contact name |  | Phone number |  |
|  |  |  | Email |  |

|  |
| --- |
| M. Audio Notes (please provide us with any additional info to help make your event a success) |
|  |

|  |
| --- |
| N. Video- Not available for Zocalo rentals.  |
|  | Yes | No  | **Video System needed** **(If yes, complete below. If no, skip section N.)** |
|  | **Select** | **Quantity** |  | **Notes** | **Available** |
| 1. |  |  | Film screening (DVD/BR) |  |  |
| 2. |  |  | Power point presentation |  |  |
| 3. |  |  | Power point clicker |  | 7 |
| 4. |  |  | Require laptop (PC) |  | 2 |
| 5. |  |  | Providing own laptop (PC or Mac) |  |  |
| 6. |  |  | 32” TV monitor  |  | 4 |
| 7. |  |  | 40” TV monitor  |  | 2 |
| 8. |  |  | Video projector |  | 3 |
| 9. |  |  | Video projector extension arm |  | 2 |
| 10. |  |  | 80” Projector screen |  | 2 |
| 11. |  |  | Video tech assistance needed (to troubleshoot before and during event) |
| 12. |  |  | Providing own video technician (provide contact info below)  |
|  |  |  **12.a** | Name |  |
|  |  |  | Phone number |  | email |  |
|  |  |  **12.b** | Name |  |
|  |  |  | Phone number |  | email |  |
| 13. |  |  | Providing own video equipment. List equipment in Section O. |

|  |
| --- |
| O. Video Notes |
|  |

|  |
| --- |
| P. Lights- Not available for Zocalo rentals.  |
|  | Yes | No | **Stage Light System needed** **(If yes, complete below. If no, skip section P.)** |
|  | **Select** | **Quantity** |  | **Notes** | **Available** |
| 1. |  |  | T-Light stand 8’ w/ 5’ arm extension  |  | 2 |
| 2. |  |  | Tree Light 7’ or 10’ w/ 50 pound base  | 6 Pole base total | 6 (7’) & 2 (10’) |
| 3. |  |  | Ellipsoidal light fixture w/19 deg. barrel | All installed |  |
| 4. |  |  | Ellipsoidal light fixture w/26 deg. barrel | All installed |  |
| 5. |  |  | Ellipsoidal light fixture w/36 deg. barrel |  | 7 |
| 6. |  |  | Ellipsoidal light fixture w/ 50 deg. barrel  |  | 8 |
| 7. |  |  | Par Can 64 | All installed |  |
| 8. |  |  | Parnell |  | 5 |
|  |  |  | Strand SL 575 W. Ellipsoidal light fixture | Aud. OnlyTwist-lock connectors | 4 |
|  |  |  | ETC Source 4 jr. 575 W. Ellipsoidal Light fixt. | BB onlyEdison connectors | 4 |
| 9. |  |  | Color Bar |  | 4 |
| 10. |  |  | Haze Machine |  | 1 |
| 11. |  |  | Barn door frame 7.5” x 7.5” | Parnell | 14 |
|  |  |  | Barn door frame 10”x 10” | Par Can 64 | 2 |
| 12. |  |  | Gobo holder M size | Source Fr. Jr | 10 |
|  |  |  | Gobo holder B size | Strand SL | 18 |
| 13. |  |  | Gel frame 6.25” x 6.25” | Ellipsoidal light fixture | 49 |
|  |  |  | Gel frame 7.5” x 7.5” | Parnell | 23 |
|  |  |  | Gel frame 10” x 10” | Par Can 64 | 30 |
| 14. |  |  | Light tech assistance needed (to troubleshoot before and during event) |
| 15. |  |  | Providing own light technician (provide contact info below) |
|  |  | **16.a** | Name |  |
|  |  |  | Phone Number |  | email |  |
|  |  | **16.b** | Name |  |
|  |  |  | Phone number |  | email |  |
| 16. |  |  | Providing own light equipment. List equipment in Section Q. |

|  |
| --- |
| Q. Lighting Notes |
|  |

|  |
| --- |
| R. Stage- Not available for Zocalo rentals.  |
|  | Yes | No | **Stage Set needed (If yes, complete below. If no, skip section R.)** |
|  | **Select** | **Item Description** |  **Dimensions** | **Colors** |
|  |  |  | **W** |  **L** | **H** |  |
| 1. |  | Stage Panels 4’x8’ |  |  |  | Black **Leg sizes:** 7 ½ “, 11 ¼”, 12 ½”, 23 ½”, 31 ½” |
| 2. |  | Stage Skirts 6’x23’ | N/A |  | 23” | Black |
| 3. |  | Pipe and Drape (8’-12’) | N/A |  |  | Black |  |  Blue |  |  Magenta |  |  |
| 4. |  | Masonite Floor Panel 4’x8’ |  |  | N/A | Black |
| 5. |  | Marley rolls 5.25’ X 31.58’ |  |  | N/A | Black |  |  Gray  |  |  (4 rolls available) |
| 6. |  | Wooden Floor Panel 3’x3’ |  |  | N/A | Dark Oak  |

|  |
| --- |
| S. Base Equipment- Not available for Zocalo rentals. |
|  | Yes | No | **Base equipment needed** **(If yes, complete below. If no, skip section S.)** |
|  | **Select** | **Quantity** |  | **Notes** | **Available** |
| 1. |  |  | Rectangular Table 6 x 2.5’  |  | 20 |
| 2. |  |  | Rectangular Table 6’ x 1.5’  |  | 10 |
| 3. |  |  | Tall Cocktail Tables 32.5” x 42” |  | 21 |
| 4. |  |  | Short Cocktail Tables 32.5” x 30” |  | 16 |
| 5. |  |  | Folding Chair |  | 50 |
| 6. |  |  | Flip Chart Easels  |  | 5 |
| 7. |  |  | Podium  |  | 2 |
| 8. |  |  | Mobile Room Dividers 5’x6’ |  | 2 |
| 9. |  |  | Mobile Room Dividers 8’x8’  |  | 2 |
| 10. |  |  | Ice Chest |  | 2 |
| 11. |  |  | Blue Chair  | BB only | 80 |
| 12. |  |  | Performance Brown Chairs |  | 8 |
| 13. |  |  | Wooden Easels  |  | 5 |

|  |
| --- |
| T. Stage and Base Equipment Notes |
|  |

**Section V: Extra Notes**

|  |
| --- |
| U. Other |
|  | **Yes** | **No** |  |
| 1. |  |  | **Will you be using special effects?** (Haze/smoke machines, strobe lighting, water, etc.) |
| 2. |  |  | **Will you be audio recording the event?** |
| 3. |  |  | **Will you be video recording the event?** |
| 4. |  |  |  |
| 5. |  |  |  |
|  |  |  |

|  |
| --- |
| V. Special Request Tech Notes |
|  |