

This application form serves the purpose of ascertaining the technical requirements for the upcoming event and crafting an accurate quotation; it does not constitute a contractual agreement.



Rental Application

Main Stage || Light Box

Please Return completed form to:
Yolima De Avila | yolima@mtcmiami.org | 305-751-9550

Agreement Information:

Please Print Clearly

Title of Event:		Date(s):	Time(s):
Producer/Organization:			
Mailing Address - Street/Post Office Box Phone:			Phone:
City:		State:	Zip Code:
Contact Information:		Name:	E-mail:
Federal ID:		Are you a nonprofit 501 (c)3 Corporation? <input type="checkbox"/> yes* <input type="checkbox"/> no	

*Must provide a copy of your Internal Revenue Service 501 (c)3 Corporation Acceptance Letter 1045

Event Information:

Description of Event:			
Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> CMusical <input type="checkbox"/> Drama <input type="checkbox"/> Comedy <input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Dance <input type="checkbox"/> Other_____			
Will you need dressing rooms? <input type="checkbox"/> yes <input type="checkbox"/> no		Are you bringing scenery? <input type="checkbox"/> yes <input type="checkbox"/> no	
Will you need rehearsal time*? <input type="checkbox"/> yes <input type="checkbox"/> no			
Approx. Length of Performance: hr. min.		Will there be an intermission? <input type="checkbox"/> yes <input type="checkbox"/> no	
Number of Performers:			
Is this a ticketed event? <input type="checkbox"/> yes <input type="checkbox"/> no		What are your ticket prices?	
Number of Attendees:		Suitable Ages: <input type="checkbox"/> All ages <input type="checkbox"/> 6yrs old + <input type="checkbox"/> 18 yrs old + <input type="checkbox"/> Adults Only	
Provide Concessions? <input type="checkbox"/> yes <input type="checkbox"/> no			
Are you providing your own event insurance? <input type="checkbox"/> yes <input type="checkbox"/> no		Is photo/video recording by patrons allowed? <input type="checkbox"/> yes <input type="checkbox"/> no	

*Any show that requires rehearsal it is recommended to schedule approximately 4 hours of rehearsal for every 2 Hour of Performance.

Technical Specs Questionnaire:

This section is designed to help us determine your exact needs in terms of manpower and technical support. Not all sections apply to all types of events. Not all equipment on this questionnaire is available at MTC. MTC Requires for most productions or presentations with an audience that a minimum of 4 Technicians. Those technician consist of Front of House, Lightboard Operator, Sound Engineer, and Stage Hand. They will be charged to the rental fee at 4 hour minimum.

Lighting System
 House and Stage lights (includes adjustable brightness)
 briefly describe needs: _____

Sound System: yes no
 briefly describe audio needs: _____

Microphones: yes no How many? _____ Purpose of mics: _____

Video Projection: yes no
 List video source (DVD/Blu-ray, laptop, etc.) _____

Lobby Setup (Provided by rentee)
banners/signs tables Other: Please explain _____

Schedule:
 Load-in (Set up): From _____ To _____
 Rehearsal (Light, Sound, and projection check): From _____ To _____
 Performance: From _____ To _____
 Intermission: From _____ To _____
 Load-out(Strike): From _____ To _____

TO BE COMPLETED BY MIAMI THEATER CENTER

Rental Fee:	Rehearsal Day Fee:	Reception:	Additional Deposit:
Additional Labor:	Other:		
Yolima De Avila Signature:		Eventz Paul Signature:	