

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

MainStage

LightBox

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
City	State	Zip Code
Contact Information:	Name	E-mail

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

### Event Information:

<b>Description of Event:</b>		
Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> Musical <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
Is this a ticketed event? <input type="checkbox"/> yes <input type="checkbox"/> no	What are your ticket prices?	
Approx. Length of Performance: hr. min.	Will there be an intermission? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, how many? <input type="checkbox"/> one <input type="checkbox"/> two
Anticipated Attendance:	Suitable Ages: <input type="checkbox"/> All ages <input type="checkbox"/> 6yrs old + <input type="checkbox"/> 18 yrs old + <input type="checkbox"/> Adults Only	
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	

### 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 House Head, Lightboard Operator, Sound Engineer, and Stage Hand. They will be charged to the rental fee at 4 Hour Minimums.

Lighting System  
 House and Stage lights (includes adjustable brightness)  
 We will need special lighting crew (briefly describe your needs):  
 OTHER: Please explain  
 OTHER: Please explain  
 OTHER: Please explain

Schedule: List Preferred Dates and Time  
 Set-up/Rehearsal(s):  
 Actual Event(s):  
 Reception(s):  
 Removal of event related material:

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:	