RUTGERS THEATER VENUE RENTAL APPLICATION FORM

Name of Event: ____________________________________________________________

Event Date(s): ____________________________________________________________

Event Venue: □ Victoria J. Mastrobuono Theater □ Philip J. Levin Theater

Type of Event: (check all that apply)
□ Theater □ Dance □ Music □ Video □ Presentation/Corporate

Description of Event (include preparation, load-in and reception plans):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Event Producer: ____________________________________________________________

Primary Contact Person:

Name: _________________________________________________________________
Address: ______________________________________________________________
Phone: __________________________  Mobile: ____________________________
Email: __________________________________________________________________

Secondary Contact Person:

Name: _________________________________________________________________
Address: ______________________________________________________________
Phone: __________________________  Mobile: ____________________________
Email: __________________________________________________________________
Event Date and Time: _____________________________________________________

Length of Event: ____________________________________________________________________________________

Load-In Date and Time: ________________________________________________________________________________

Rehearsal Date and Time:

Mon: _____________________________________________________________________________________________

Tues: _____________________________________________________________________________________________

Wed: _____________________________________________________________________________________________

Thurs: _____________________________________________________________________________________________

Fri: _____________________________________________________________________________________________

Sat: _____________________________________________________________________________________________

Sun: _____________________________________________________________________________________________

Load-Out Date and Time: ________________________________________________________________________________

Will you provide food and/or beverages for your patrons?  □ Yes  □ No

Will you require table(s) in the lobby?  □ Yes  □ No If yes, how many? __________

Does your event require dressing room space?  □ Yes  □ No If yes, how many? ______

Does your event require additional rehearsal space?  □ Yes  □ No

Will you videotape or photograph the performance?  □ Yes  □ No

Technical Needs:

Stage Set Up: (the stage is dressed in a standard black drapery configuration)

□ Podium □ Chairs □ Stools □ Marley Floor □ Other Drapery □ Stairs

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Lighting: (a general plot is available with space)

Sound: (basic sound system includes playback of CD)
☐ Microphone (Wired) ☐ Microphone (Wireless)

Other:

RENTAL FEE
Rental fee is for a 10 (ten) hour day between the hours of 8:00 a.m. and midnight. If additional time (over the 10-hour day or outside of 8:00 a.m. to midnight) is scheduled, an hourly rate of $250 will be applied to the rental fee.

EXCEEDED HOURS FEE
Should the Lessee exceed the scheduled hours set in this agreement, the Lessee will be charged an Exceeded Hours Fee of $800 (eight hundred dollars) per half hour, payable the day of the event before Lessee’s load out begins.