



**PEORIA CENTER FOR THE PERFORMING ARTS  
FACILITY RENTAL REQUEST FORM**

**Organization:** \_\_\_\_\_

**Does organization have Non-Profit 501(c)(3) from IRS?** \_\_Yes \_\_No (If yes, submit current copy with this request.)

**Primary Contact/Title:** \_\_\_\_\_  
(Organization/person responsible for the contract - as noted on 501(c)(3), if applicable)

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Event Type:** Conference Social Gathering Meeting Theatre Music Dance Visual Arts

Other: (Please specify) \_\_\_\_\_

**Preferred Date requested:** \_\_\_\_\_ **2<sup>nd</sup> Date Option:** \_\_\_\_\_ **3<sup>rd</sup> Date Option:** \_\_\_\_\_

**Title of Event:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**Check space(s) you'd like to request:**

- Mary Jane Gyder Main Stage Theater (250-270 seats)
- McMillin Black Box Theater (20-60 seats)
- Rehearsal Studio A (580 Sq. Ft.)
- Rehearsal Studio B (580 Sq. Ft.)
- Rehearsal Studios A & B (1160 Sq. Ft.)
- Conference Room (215 Sq. Ft.)
- Dressing Room A, B, and/or C

**Public or private performances?** \_\_Public \_\_Private **Are you publicizing your event\*\*?** \_\_Yes \_\_No

**\*A copy of all materials need to be given to Theater Works for information purposes.**

**Pre- or post-performance activities or receptions planned for your event?** \_\_Yes \_\_No

If yes, please describe: \_\_\_\_\_

**Do you need tables and chairs?** \_\_Yes \_\_No **If yes, how many?** \_\_Tables \_\_Chairs

(Only Cabaret and up to six 6ft rectangle tables available. Linens have to be supplied)

What will the tables be used for and where in the theater will you need them set-up:

\_\_\_\_\_

**Will you have any individuals attending or on stage that need ADA accommodations:** \_\_Yes \_\_No

If yes, please describe: \_\_\_\_\_

**All ticketing must be set up through the Theater Works Box Office for a \$100.00 ticket set up fee.**

**Will tickets be sold?** \_\_Yes \_\_No **Estimated ticket price?** \_\_\_\_\_ **Estimated Attendance?** \_\_\_\_\_

**Preferred Rehearsal & Performance Dates**

**Please provide as many date options as possible in the spaces below.**

**First Preference:** List all related dates

Technical/Rehearsal Date(s) and estimated in/out times for tech/rehearsals: \_\_\_\_\_

Performance Date(s) and Curtain times for each performance: \_\_\_\_\_

**Second Preference:** List all related dates

Technical/Rehearsal Date(s) and estimated in/out times for tech/rehearsals: \_\_\_\_\_

Performance Date(s) and Curtain times for each performance: \_\_\_\_\_

**Third Preference:** List all related dates:

Technical/Rehearsal Date(s) and estimated in/out times for tech/rehearsals: \_\_\_\_\_

Performance Date(s) and Curtain times for each performance: \_\_\_\_\_

**For Gyder Mainstage or McMillin Black Box Rentals Only**

Initial Production information needed for event prep. Production Meeting will be scheduled at least two weeks prior to event.

**AV needs:** Podium? Yes No Video projection? Yes No

**Sound needs:** Someone speaking? Yes No Prerecorded sound? Yes No

Live music reinforcement? Yes No

Will you need a piano? Yes No If yes: Grand Upright

**Lighting needs:**

House plot/general wash—no cues

House plot/general wash—with cues

Licensee's plot (Please provide with this completed form.)

**Staging needs:** Will there be a set on stage? Yes No Need the main curtain? Yes No

Need risers? Yes No

If yes, Height 32" – QTY: (up to 2) 16" – QTY (up to 4) 8" – QTY (up to 4)

Need chairs? Yes No If yes, Number      (up to 75).

Need music stands and lights? Yes No If yes, Number     .

**Catering/Beverage needs:** (Please provide caterer information when available)

Food or beverage service? Yes No

Bar service requested: Yes No If yes, Bar Service must be provided by contracted bartender, Classic Catering, @ \$100 per day.

**PERSONNEL FEES**

Staff required for event or production will be determined based on these production specifications and will be listed on the Facility Reservation Contract.

**Purpose**

This is an application for rental of any of The Peoria Center for Performing Arts/Theater Works facilities by potential users. The information included in this Application is essential for Theater Works to construct a rental contract.

This document is an application and does not bind either party. Theater Works and the applicant agree that no publicity about any proposed program will be made public until a formal contractual agreement has been executed by both parties.

**It is understood that this is an application only and is not a contractual agreement. Decisions regarding rentals are made solely by Theater Works Staff and/or Board of Directors. Theater Works reserves the right to deny requests at its discretion.**

**A Rental Agreement and Rental Quotation will be provided to potential lessee after the application has been approved and all technical event information has been forwarded to event personnel.**

APPLICANT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please mail or email your completed Request for Booking Form to:

Theater Works

Attn: Cate Hinkle, Managing Director

10580 N. 83<sup>rd</sup> Drive

Peoria, AZ 85345

623-815-1791, ext. 707

cateh@theaterworks.org