

APPLICATION FOR USE OF FACILITIES

The Kirk Douglas Theatre Center Theatre Group

Please type or print clearly. Completion of this form does not constitute a confirmed reservation. Only after a contract has been executed and a deposit received shall a booking request be considered confirmed. Center Theatre Group management retains the right of final approval for all rental requests.

The Kirk Douglas Theatre or Center Theatre Group staff will contact you within 5 business days of your application submission to schedule a meeting about your event. CTG staff will then provide you with a comprehensive rental estimate for you to review.

A. EVENT & PRODUCER/SPONSOR INFORMATION

1. Event Title:

2. Event Type (*choose one*):

- Straight Play
- Musical
- Concert
- Comedy Show
- Lecture
- Film Screening
- Filming
- Other _____

3. Name of Producing Organization:

4. Mailing address:

Billing address (if different from mailing address):

5. Name of Contact Person/Producer:

6. Business Phone:

Cell Phone:

7. Email:

8. Name and title/position of Technical Coordinator:

9. Business Phone:

Cell Phone:

10. Email:

B. FACILITY REQUESTED

11. THEATRE: Y/N REHEARSAL ROOM: Y/N LOBBY: Y/N

12. Please describe your event in detail (approx. 100 words).

C. SCHEDULE

Please attach additional detail if necessary.

13. Date(s) Requested:

14: Anticipated Performance Schedule (for events with multiple performances):

15. Run time:

Intermission? **Y/N**

D. FRONT OF HOUSE AND TICKETING

16. Will you need tables/chairs or additional elements in the Lobby? **Y/N**
Please describe:

17. Will you have a program to distribute? **Y/N**

E. CONCESSIONS AND RECEPTIONS

18. Will you be selling merchandise in the lobby?

19. Will you have a reception in the Lobby or Rehearsal Room prior to/after your program? **Y/N**

If so, please describe:

20. Will the event be catered? **Y/N**

Caterer Name:

Contact Name:

Contact Phone #:

21. Will alcohol be served? (Please note that all alcohol must be served from the KDT bar by concession staff) **Y/N**

22. How many guests are you expecting?

23. Will your event include a cash bar or open bar? _____

NOTE: For all “cash bar” events, CTG will operate the Concessions Area at no charge to the renter and CTG will keep all revenue earned.

24. If your event includes an open bar, will you (check one):

- Provide beverages
- Order from the KDT Concessions

NOTE: If ordering beverages from the KDT Concessions, please contact the Operations Manager, Eric Sims for an inventory and price list at 213.972.4431. For Open Bar events, renter is responsible for the cost of CTG staff operating the bar.

F. TECHNICAL AND PRODUCTION NEEDS

Please answer this section to the best of your ability.

25. What technical staff from your organization will be present for the event?
(Note: All rental productions must provide a stage manager for all events)

26. Lighting Needs:

Follow spot? **Y/N**

Will you be providing a lighting designer? **Y/N**

27. Sound Needs:

Microphones? **Y/N**

Standard (wired)? **Y/N**
How many? (*if known*)

Wireless? **Y/N**
How Many? (*if known*)

Playback? **Y/N**
Please describe:

Live music accommodations? **Y/N**
Please describe:

28. Stage/Set needs:

Please describe your set in detail:

29. Will you require wardrobe services? **Y/N**
(*includes ironing, laundry, steaming, minor repairs, etc*)

30. Does your production include any projection needs? **Y/N**
If so, please describe:

31. Special effects or atmospheric effects? (haze, fog, etc):