

RESERVATION REQUEST/WORKSHEET

Name of organization _____ Phone (____) _____ Fax(____) _____
 Organization address _____
 Primary Contact _____ Email _____ Phone(____) _____
 Secondary Contact _____ Email _____ Phone(____) _____
 Name/title of producer of event _____ Email _____ Phone(____) _____
 Name/title of event _____ Profit _____ Non-profit _____
 Number of participants _____ Estimated attendance _____

Date(s) requested:

Date 1 ___/___/___ **Time*:** from ___ to ___ **rehearsal or performance**** _____

CHECK AREAS TO BE USED (4hr minimum for each space)

___ Jim Rouse Theatre Main Auditorium	Time*: from ___ to ___
___ Drama Commons/Dressing Rooms (max of 6)	Time*: from ___ to ___
___ Mini Theatre (set up fee may apply)	Time*: from ___ to ___
___ Main Street	Time*: from ___ to ___
___ Coat Check	Time*: from ___ to ___
___ Box Office	Time*: from ___ to ___
___ Band Room	Time*: from ___ to ___
___ Choir Room	Time*: from ___ to ___
___ Dance Room	Time*: from ___ to ___

*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.

Date 2 ___/___/___ **Time*:** from ___ to ___ **rehearsal or performance**** _____

CHECK AREAS TO BE USED (4hr minimum for each space)

___ Jim Rouse Theatre Main Auditorium	Time*: from ___ to ___
___ Drama Commons/Dressing Rooms (max of 6)	Time*: from ___ to ___
___ Mini Theatre (set up fee may apply)	Time*: from ___ to ___
___ Main Street	Time*: from ___ to ___
___ Coat Check	Time*: from ___ to ___
___ Box Office	Time*: from ___ to ___
___ Band Room	Time*: from ___ to ___
___ Choir Room	Time*: from ___ to ___
___ Dance Room	Time*: from ___ to ___

*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.

The Jim Rouse Theatre *JRT* for the Performing Arts

Date 3 ___/___/___ **Time*:** from ___ to ___ **rehearsal or performance**** _____

CHECK AREAS TO BE USED (4hr minimum for each space)

___ Jim Rouse Theatre Main Auditorium	Time*:	from ___	to ___
___ Drama Commons/Dressing Rooms (max of 6)	Time*:	from ___	to ___
___ Mini Theatre (set up fee may apply)	Time*:	from ___	to ___
___ Main Street	Time*:	from ___	to ___
___ Coat Check	Time*:	from ___	to ___
___ Box Office	Time*:	from ___	to ___
___ Band Room	Time*:	from ___	to ___
___ Choir Room	Time*:	from ___	to ___
___ Dance Room	Time*:	from ___	to ___

*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.

Date 4 ___/___/___ **Time*:** from ___ to ___ **rehearsal or performance**** _____

CHECK AREAS TO BE USED (4hr minimum for each space)

___ Jim Rouse Theatre Main Auditorium	Time*:	from ___	to ___
___ Drama Commons/Dressing Rooms (max of 6)	Time*:	from ___	to ___
___ Mini Theatre (set up fee may apply)	Time*:	from ___	to ___
___ Main Street	Time*:	from ___	to ___
___ Coat Check	Time*:	from ___	to ___
___ Box Office	Time*:	from ___	to ___
___ Band Room	Time*:	from ___	to ___
___ Choir Room	Time*:	from ___	to ___
___ Dance Room	Time*:	from ___	to ___

*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.

**If the day will include both rehearsal and performance time, please indicate how many hours for each.
Performance time is indicated by the arrival of an audience, not the downbeat of a performance.

Time of performance _____ Time external theatre doors should open for public _____

The Jim Rouse Theatre  for the Performing Arts

Refreshments/Hospitality:

1. Absolutely no food or drink (with the exception of bottled water) is permitted in the theatre or lobby. If this rule is ignored, clients will be charged a minimum cleanup fee of \$200.
2. There are concession areas on Main Street. Groups wishing to sell refreshments for consumption in that area must make arrangements with the JRT staff prior to the event.
3. Groups wishing to provide hospitality for event judges, seminar speakers or participants must obtain permission prior to the event from the JRT manager. Failure to do so will result in a minimum cleanup fee of \$200.
4. **No popcorn or gum may be sold at any time. No glitter or balloons may be used at any time.**

Price Rates:

Locations (pricing rates per hour - there is a 4 hour minimum for each space):

JRT Auditorium & Drama Commons (rehearsal)	\$205.00
JRT Auditorium & Drama Commons (performance)	\$250.00 (non-profit) or \$320.00 (profit)
Drama Commons (when not rented with auditorium)	\$35.00
Mini Theatre	\$45.00
Main Street	\$25.00
Dance Studio	\$21.50
Band Room	\$21.50
Choir Room	\$21.50

Staffing:

Technical Director	\$35.00
House Manager	\$30.00
Security/Crowd Manager	\$30.00
Assistant Technician	\$30.00

Staging:

Orchestra Setup	\$160.00
3 Step Choral Risers	\$80.00
Acoustic Shell	\$80.00
Marley Flooring	\$300.00
Piano Tuning	\$210.00
Snow Machine/Confetti Drop	\$50.00
Transition Fee (per transition, paid by 2 nd booking)	\$100.00
Mini Theatre Set Up	\$50.00

Lighting:

Video Projector/Screen	\$25.00 per day
Lighting – spotlight	\$50.00 + labor
DMX-Controlled Hazers	\$50.00 per day
Lighting Design	\$100.00 + labor

Additional fees may apply based on the needs of the event. Staffing will be assigned at the discretion of the Jim Rouse Theatre Staff.

The Jim Rouse Theatre *JRT* for the Performing Arts

Set-up arrangement* - please indicate your needs by "X" or "number needed"

Furniture: ___ Vinyl dance floor
___ Conductor podium ___ 1 step or ___ 2 steps
___ Conductor stand
___ Number of chairs (maximum of 144)
___ Number of music stands (maximum of 72)
___ Number of music stand lights (maximum of 22)
___ 3 step choral risers (maximum of 10)
___ Acoustic shell
___ Speaker's lectern
___ Hang back drops (all back drops must be provided by the client)

Other equipment:

___ Projector screen
___ Video projector

Musical Instruments:

___ Piano ___ with tuning (\$210 fee)
___ Korg electric piano
___ Timpani: ___ 32", ___ 29", ___ 26", ___ 23", Ludwig copper
___ Concert chimes
___ 36" Ludwig suspended bass drum

Sound System:

___ Standard house system
___ Own system
___ Standard microphones
___ Lavalier wireless (maximum of 2)
___ Handheld wireless (maximum of 4)
___ Monitor speakers (maximum of 4)
___ Headsets for communication with control booth (maximum of 7)

Lighting and special effects:

Standard house system ___ yes ___ no (If no, technician and design are available for additional cost)
___ Follow spotlights (2 maximum. Additional charge for use and labor.)