



Thank you for requesting The Warehouse Theatre (hereafter known as 'WHT') for your event! We look forward to working with you, and want to make your event as easy, fun and efficient as possible.

This is not a contract; it is intended to serve as supplemental information for the successful mounting of your event at the Warehouse Theatre. Please fill this form out completely and we will make all efforts to accommodate your needs. This completed form will be used to determine if the WHT calendar can accommodate your event as well as the fee WHT management will charge for your event.

Contact information

Name

Email

Phone

Mailing address

1. Please provide some **preferred** dates for your event. WHT is much more capable of putting up events during our 'off nights,' which are Monday through Wednesday after a Main Stage production has opened.

1st

2nd

3rd

2. Please, briefly, describe your event.

3. Which spaces will you need for your event? If you are doing an event in the Theatre and need use of backstage please include the Green Room and Dressing rooms. Check all that apply. Technical requirements will be reflected in rental fee. The more complex, the higher the fee.



- a. **The Jean Pelham Theatre:** (hereafter known as 'The Theatre') An intimate 150 seat black box theatre, fully equipped with theatrical lighting, sound and projection capabilities.
- b. **The Meeting Room:** A multi-functional room, able to seat up to 100 people and provide projection and simple lighting and sound reinforcements.
- c. **The Lobbies:** The upper lobby is connected to the kitchen/bar/concessions area with direct access to the Meeting Room and the bathrooms. The lower lobby has direct access to the Jean Pelham Theatre. Both are equipped with sound reinforcement and are capable of accommodating tables and chairs.
- d. **The Green Room:** Small, casual room for lounging, has direct access to both male and female dressing rooms and backstage of the Pelham Theatre
- e. **The Dressing Rooms:** One male and one female dressing room each with private bathroom. The dressing rooms are capable of accommodating 5 actors each, with adequate counter and lit mirror space.

4. What is the estimated run time of your event?

- a. **How long do you assume you will need to set up and break down your event?**

- b. **What time do you wish your event to start?**

- c. **What is your estimated time of arrival at WHT the day of the event?**

- i. **Will you need to set up anything prior to the day of the event?
(Please describe what you wish to set up prior to the day of)**

- d. **Is there an intermission? How long will the intermission last?**

5. Number of performers

- a. Men:



b. Women:

c. Does anyone need special arrangements? Or accessibility?

6. What technical requests do you have for your event?

7. What technical personnel do you request for your event? (Light and/or Sound Board operators, spotlight operator, backstage, dresser, etc?) Personnel requirements will be reflected in rental fee.

8. Will you be selling tickets at the door?

a. Will you be providing someone to sell tickets and/or to take/tear tickets upon entrance?

9. Will you be providing food and drink? (WHT's alcohol license is non-transferable and outside groups CANNOT sell beer and wine using the WHT alcohol license.)

a. Will you need to use the kitchen facilities for preparation?



10. Will you need someone to attend the concession stand?

a. Do you wish WHT to sell it's own concessions?

11. Is there any special set-up needed in the lobby?

a. Will you require tables to be set up for food service and/or where people will eat?

Sincerely,
The Warehouse Theatre Management and Staff

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