Please confirm date and venue availability before submitting.

THE NOURSE THEATER

Rental Application

Fax completed form to: 415-929-0119 or email to nourse@cityarts.net

**GENERAL INFO**

Presenter/Organization:

Select One: Non Profit  Commercial

Name of Person Completing Application

Tel        Fax        Email

Mailing Address

Website

**EVENT INFO**

Publicized Name of Event

Event Date(s)

Select One: Lecture  Amplified Concert  Orchestra  Dance

Graduation  Film Screening

Other:  Please describe:

# of Performers

Do you plan to record the event?

No  Yes  If yes, recording audio  video  (check both if recording audio & video)

Use of recording: commercial  archival  publicity

**Please note: Union labor required for all recording**

Has this performance been presented before? Yes  No

If yes, where/when:

Have you presented other events? Yes  No

If yes, where/when

**LIST OF TECH NEEDS: See equipment list for prices & availability**

Black musician chairs (45) QTY:\_\_\_\_\_

Music Stands (12) QTY:\_\_\_\_

Lectern w/ light & microphone

Wenger Orchestra Shell

6’ Table (5) QTY:\_\_\_\_

Projection

Meyer Sound PA System

Wireless Microphone System

**Other Tech Needs (please list):**

**AUDIENCE / TICKETING INFO Note: Use of City Box Office is required (by separate agreement).**

Type of Admission Reserved  General Admission

Estimated Attendance:

Estimated Ticket Price From $     to $     or check here if free event

If the proposed event is a benefit, please state the name of the benefitting cause or organization

**PROPOSED SCHEDULED USE**

DATE

Activities (check all that apply)

Tech  Rehearsal  Performance

TIMES START END

Backstage Load-in

Rehearsal      

AV Check      

Lobby Load-in      

Lobby Open to Public      

House Opens      

Event Starts

Intermission      

Event Ends      

Load-Out

DATE

Activities (check all that apply)

Tech  Rehearsal  Performance

TIMES START END

Backstage Load-in

Rehearsal      

AV Check      

Lobby Load-in      

Lobby Open to Public      

House Opens      

Event Starts

Intermission      

Event Ends      

Load-Out

**NOTE: overtime fees applies for union staff working more than 8 hours**

**MERCHANDISE**

**Note: All merchandise to be sold in the facilities, and the price thereof, must be approved in advance by City Arts & Lectures. City Arts & Lectures shall receive 10% of gross sales.**

Do you plan to sell merchandise? Yes  No

If yes, please indicate the type of merchandise and price:

Item Price

      

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