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

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Lobby Open to Public

House Opens

Event Starts

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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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