

# THE SYDNEY GOLDSTEIN THEATER

## Rental Application

For venue availability, please call 415-563-2463 or email [theater@cityarts.net](mailto:theater@cityarts.net)

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### GENERAL INFO

Name of Presenter/Organization

Non-profit  Commercial

*\*Please note: For non-profit rate, IRS Determination letter must be provided*

Presenter/Organization Website

Contact for Rental/Payment

Contact for Technical Details

Name      Tel      Email

Name      Tel      Email

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### EVENT INFO

Name of Event

Event Date(s)

Short Event Description (type of performance, number of performers, etc)

Do you plan to record the event?  No      Yes:  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, please provide the following information:

Event

Event

Date

Date

Location

Location

Contact for Reference

Contact for Reference

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### TECHNICAL INFO

Black musician chairs (*qty - up to 45*):

Music Stands (*qty - up to 12*):

Lectern w/light & microphone

6' Table (*qty - up to 5*)

Projection (*available for add'l charge*)

Meyer Sound PA System

Wireless Microphone System

**Other Tech Needs (please list and/or send technical rider):**

**AUDIENCE/TICKETING INFO** \* Please 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 event is free

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**PROPOSED SCHEDULE**

Date  
Tech  Rehearsal  Performance   
Backstage Load-in am  pm   
A/V Check am  pm   
Lobby Load-in am  pm   
Lobby Open to Public am  pm   
House Opens am  pm   
Event Starts am  pm   
Event Ends am  pm   
Post-event book signing, etc. Yes  No   
Lobby Load-out am  pm   
Backstage Load-out am  pm

Date  
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Lobby Load-in am  pm   
Lobby Open to Public am  pm   
House Opens am  pm   
Event Starts am  pm   
Event Ends am  pm   
Post-event book signing, etc. Yes  No   
Lobby Load-out am  pm   
Backstage Load-out am  pm

*\*Please note: The Sydney Goldstein Theater can only accommodate events after 5pm on weekdays.  
Also, overtime fees apply for all staff working over 8 hours*

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**MERCHANDISE**

*Venue does not provide staff for merchandise sales – presenter must supply their own. All merchandise sold in the facilities must be approved in advance. City Arts & Lectures collects 10% of gross sales on-site.*

Do you plan to sell merchandise? Yes  No   
Please describe

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**Please email completed form to [theater@cityarts.net](mailto:theater@cityarts.net).  
If available, please include technical rider for the proposed program.**