

FOLLY THEATER RENTAL FORM

Event Name: _____ Date of Request: _____

Date Request 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Primary Contact: _____ Phone: _____ Email: _____

Alt. Contact: _____ Phone: _____ Email: _____

TYPE OF EVENT/BRIEF DESCRIPTION: _____

EXPECTED ATTENDANCE: _____

TENTATIVE TIME LINE:

(Factor 60 min. break for crew lunch and dinner)

Load In: _____

Tech: _____

Rehearsal: _____

Crew Lunch Break: _____

Crew Dinner Break: _____

Box Office Open: _____

Running Time: _____

House Open: _____

Curtain: _____

Intermission: _____

End Curtain: _____

Client Departs: _____

Insurance: Client will provide certificate

Client will purchase certificate insurance from Folly (additional fee will apply)

Audio / Video / Backline / Tech Needs

List lighting needs, follow spot, etc.

If you aren't sure just enter "not sure"

Attach a tech rider if one is available.

Piano Needed: Yes No

Dance Floor Needed: Yes No // Modern Traditional

Choral Risers Needed: Yes No

Wired Mics Needed: Yes No How Many: _____

Wireless Mics: Yes No How Many: _____

Speaker Stacks/Front Fills: Yes No

Video Projector & Screen Rental: Yes No

VIP/Meet & Greet: Pre or Post Show Hours: _____

Patron's Lounge: Yes No

Pre Show or Post Show Hours: _____

Reception or Dinner Lecture Meeting Dressing Room

****FOLLY PROVIDES ALL BEVERAGE SERVICE****

Beer & Wine Full Bar Non-Alcohol (coffee water soda only)

Cash Bar Hosted Specialty Drink Requested

Bar Service Start: _____ Bar Service End: _____

TICKETING OPTIONS & FEES: (please complete entire section)

General Admission Reserved

Hard Stock/Client Handles

3rd Party Online System/Client Handles

Folly Ticketing System/Folly Staff Sells

Preferred On Sale Date (Allow 5 – 7 business days): _____

Box Office Hours Day of Show: _____

Box Office Hours Day of Show: _____

Box Office Hours Requested Day of Show: _____

BUILD INTO PRICE OF TICKET

\$.15 ticket printing fee

\$3 per ticket box office fee

\$2 per ticket preservation fee

\$_____ promoter bump (f applicable)

BUILD ON TOP OF TICKET AS FEE