

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: _____

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.

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: _____

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 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: _____

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

TICKETING OPTIONS & FEES: (please complete entire section)

General Admission Reserved Preferred On Sale Date (Allow 5 – 7 business days): _____
 Folly Ticketing System/Folly Staff Sells Box Office Hours Day of Show: _____
 3rd Party Online System/Client Handles Box Office Hours Day of Show: _____

If Client is selling their own tickets, a \$3 facility fee per ticket will apply. Client is required to send final sales report for fee calculation at settlement.

If Folly Theater is selling tickets on Client's behalf, a \$3 facility fee and \$3 box office fee will apply for a total of \$6 per ticket. It is your choice whether to build these fees into the advertised price of the ticket or build on top of the ticket.

BUILD INTO PRICE OF TICKET **BUILT ON TOP OF TICKET AS FEE**

NOTE: Remaining \$1 mailing fee and 4% credit card fee will be charged to the ticket buyer at the time of purchase.