

FOLLY EVENT RENTAL FORM

EVENT NAME: _____ EXPECTED ATTENDANCE: _____

RENTAL DATES: 1st CHOICE: _____ 2nd CHOICE: _____ 3rd CHOICE: _____

CONTACT	NAME	NUMBER	EMAIL
FOR CONTRACT			
FOR ADVANCE			
DAY OF EVENT			
FOR SETTLEMENT			

Folly Spaces of Interest	
☐ C. Stephen Metzler Hall – Ideal for Rehearsals, Receptions, Conferences and Performances-includes lobbies <i>*area commonly referred to as Folly Theater Stage</i>	Performance Stage with view of audience seating (orchestra + balcony) Capacity: Up to 50 seated and up to 200 standing
☐ Joan Kent Dillon Lounge – Ideal for small scale meetings, lectures, presentations, receptions. - includes lobbies	2 nd Level Up to 65 seated up to 85 standing
☐ Mezzanine Lounge – Ideal for small scale receptions.	3 rd Level Up to 85 standing
☐ Folly Lobbies – Ideal for small scale receptions.	Capacity: Up to 214 including east and west lobbies
FOLLY CONCESSIONS PROVIDE ALL BEVERAGE SERVICE	CHECK ALL THAT APPLY ☐ Beer & Wine ☐ Full Bar ☐ Non-Alcohol (coffee tea water soda) ☐ Cash Bar ☐ Hosted Bar Service to Start: _____ Bar Service to End: _____

STAGE RENTAL CHECKLIST			
Y/N	TENTATIVE SCHEDULE	Y/N	TECHNICAL NEEDS
	ARRIVAL TIME		CONCERT PIANO
	LOAD IN TECH TIME		☐ CHORAL RISERS: How Many: _____ ☐ BAND // PERCUSSION RISERS How Many: _____
	REHEARSAL and/or SOUND CHECK		WIRED MICS HOW MANY:
	60 min LUNCH BREAK for CREW (stage dark)		WIRELESS MICS HOW MANY:
	60 min DINNER BREAK for CREW (stage dark)		PROJECTION & SCREEN
	LOBBY OPEN		PARKING PERMIT APPX FOOTAGE: _____
	HALL OPEN		LOUNGE USE (ALL THAT APPLY)
	HALL CLOSES		☐ Reception ☐ Dinner ☐ Lecture ☐ Meet + Greet

DEPART END OF DAY		☐ Business Session ☐ Volunteer Space	
LOBBIES AND OR JOAN KENT DILLON LOUNGE RENTAL Checklist			
TENTATIVE SCHEDULE		Y/N	TECHNICAL NEEDS
	ARRIVAL TIME		WIRED MICS HOW MANY:
	LOAD IN TECH		LOUNGE USE (ALL THAT APPLY) ☐ PRE-SHOW ☐ INTERM ☐ POST-SHOW ☐ Reception ☐ Dinner ☐ Lecture ☐ Meet + Greet
	LUNCH BREAK (if applicable w/tech crew)		(6) TABLES ALL SIZES AVAILABLE 30" High Top // Cocktail Tables HOW MANY: 31" Café Tables // Low Tops HOW MANY: 60" Dinner Rounds HOW MANY:
	PRE-MEETING RECEPTION (if applicable)		Lounge Seating (60) available HOW MANY:
	LOBBY OPEN		(1) Portable Bar
	POST-MEETING RECEPT // HAPPY HOUR (if applicable)		RECORDING REQUEST ☐ AUDIO ☐ VIDEO ☐ Archival ☐ Commercial
	DEPART END OF DAY		

RENTAL PROCESS	
	COMPLETED RENTAL FORM
	COMPLETED BEVERAGE SERVICE FORM
	CURRENT W9
	EXECUTED CONTRACT
	EXECUTED COST ESTIMATE
	FIRST DEPOSIT
	EVENT DESCRIPTION & AD MATS SENT
ITEMS REQUIRED BEFORE LOAD IN	
	COMPLETED & SUBMITTED DETAILED RUN SHEET // ADVANCE PROCESS
	SECOND DEPOSIT (if applicable)
	CERTIFICATE OF INSURANCE (requirements listed in cost estimate and contract)
LAST STEPS	
	SETTLEMENT & PAYMENT FINAL EXPENSES

The information I have provided is accurate and I agree to terms and conditions as listed above. Please note any additions, changes or revisions should be included in writing to event schedule or technical needs may increase labor or rental costs.

Authorized Representative Signature

Date