

# RESERVATION REQUEST/WORKSHEET

Name of organization \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_  
 Organization address \_\_\_\_\_  
 Primary Contact \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
 Secondary Contact \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
 Name/title of event \_\_\_\_\_ Profit \_\_\_\_\_ Non-profit \_\_\_\_\_  
 Number of participants \_\_\_\_\_ Estimated attendance \_\_\_\_\_

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Date(s) requested:

Date 1 \_\_\_/\_\_\_/\_\_\_ Time\*: from \_\_\_ to \_\_\_ Rehearsal or Performance\*\* \_\_\_\_\_

**CHECK AREAS TO BE USED (4hr minimum for each space)**

_____ Jim Rouse Theatre Main Auditorium	Time*: from ___ to ___
_____ Drama Commons/Dressing Rooms (max of 6)	Time*: from ___ to ___
_____ Mini Theatre (set up fee may apply)	Time*: from ___ to ___
_____ Main Street	Time*: from ___ to ___
_____ Band Room	Time*: from ___ to ___
_____ Choir Room	Time*: from ___ to ___
_____ Dance Room	Time*: from ___ to ___
_____ Cafeteria (catered meals must take place in cafeteria)	Time*: from ___ to ___

**\*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.**

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Date 2 \_\_\_/\_\_\_/\_\_\_ Time\*: from \_\_\_ to \_\_\_ Rehearsal or Performance\*\* \_\_\_\_\_

**CHECK AREAS TO BE USED (4hr minimum for each space)**

_____ Jim Rouse Theatre Main Auditorium	Time*: from ___ to ___
_____ Drama Commons/Dressing Rooms (max of 6)	Time*: from ___ to ___
_____ Mini Theatre (set up fee may apply)	Time*: from ___ to ___
_____ Main Street	Time*: from ___ to ___
_____ Band Room	Time*: from ___ to ___
_____ Choir Room	Time*: from ___ to ___
_____ Dance Room	Time*: from ___ to ___
_____ Cafeteria (catered meals must take place in cafeteria)	Time*: from ___ to ___

**\*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.**

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Date 3 \_\_\_/\_\_\_/\_\_\_ Time\*: from \_\_\_ to \_\_\_ Rehearsal or Performance\*\* \_\_\_\_\_

**CHECK AREAS TO BE USED (4hr minimum for each space)**

_____ Jim Rouse Theatre Main Auditorium	Time*: from ___ to ___
_____ Drama Commons/Dressing Rooms (max of 6)	Time*: from ___ to ___
_____ Mini Theatre (set up fee may apply)	Time*: from ___ to ___
_____ Main Street	Time*: from ___ to ___
_____ Band Room	Time*: from ___ to ___
_____ Choir Room	Time*: from ___ to ___
_____ Dance Room	Time*: from ___ to ___
_____ Cafeteria (catered meals must take place in cafeteria)	Time*: from ___ to ___

**\*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.**

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Date 4 \_\_\_/\_\_\_/\_\_\_ Time\*: from \_\_\_ to \_\_\_ Rehearsal or Performance\*\* \_\_\_\_\_

**CHECK AREAS TO BE USED (4hr minimum for each space)**

_____ Jim Rouse Theatre Main Auditorium	Time*: from ___ to ___
_____ Drama Commons/Dressing Rooms (max of 6)	Time*: from ___ to ___
_____ Mini Theatre (set up fee may apply)	Time*: from ___ to ___
_____ Main Street	Time*: from ___ to ___
_____ Band Room	Time*: from ___ to ___
_____ Choir Room	Time*: from ___ to ___
_____ Dance Room	Time*: from ___ to ___
_____ Cafeteria (catered meals must take place in cafeteria)	Time*: from ___ to ___

**\*Contracted hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.**

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\*\*If the day will include both rehearsal and performance time, please indicate how many hours for each. Performance time is indicated by the arrival of an audience, not the downbeat of a performance.

Time of performance \_\_\_\_\_ Time external theatre doors should open for public \_\_\_\_\_

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**Refreshments/Hospitality:**

1. Absolutely no food or drink (with the exception of bottled water) is permitted in the theatre or lobby. If this rule is ignored, clients will be charged a minimum cleanup fee of \$250.
2. There are concession areas on Main Street. Groups wishing to sell refreshments for consumption in that area must make arrangements with the JRT staff prior to the event.
3. Groups wishing to provide hospitality for event judges, seminar speakers or participants must obtain permission prior to the event from the JRT manager. Failure to do so will result in a minimum cleanup fee of \$250.
4. **No popcorn or gum may be sold at any time. No glitter, confetti or balloons may be used or brought into the facility at any time.**

**Price Rates:**

**Locations (pricing rates per hour - there is a 4 hour minimum for each space):**

JRT Auditorium & Drama Commons (rehearsal)	\$250.00 (HCAC grantee) \$265.00 (non-profit or profit)
JRT Auditorium & Drama Commons (performance)	\$300.00 (HCAC grantee) \$325.00 (non-profit) \$350.00 (profit)
Drama Commons (when not rented with auditorium)	\$35.00
Mini Theatre	\$50.00
Main Street	\$30.00
Dance Studio	\$30.00
Band Room	\$30.00
Choir Room	\$30.00
Cafeteria	\$120.00

**Staffing:**

Technical Director	\$35.00
House Manager	\$30.00
Security/Crowd Manager	\$30.00
Assistant Technician	\$30.00

**Staging:**

Orchestra Setup	\$160.00
3 Step Choral Risers	\$80.00
Acoustic Shell	\$80.00
Marley Flooring	\$350.00
Piano Tuning	\$250.00
Snow Machine	\$50.00
Transition Fee (per transition, paid by 2 <sup>nd</sup> booking)	\$150.00
Mini Theatre Set Up	\$50.00
Orchestra Pit Chair Removal	\$100.00
Stage Platforms (2, 4'x8')	\$100.00/event

**Lighting:**

Video Projector/Screen	\$25.00 per day
Lighting – spotlight	\$50.00 + labor
DMX-Controlled Hazers	\$50.00 per day
Lighting Design	\$100.00 + labor

Additional fees may apply based on the needs of the event. Staffing will be assigned at the discretion of the Jim Rouse Theatre Staff.

**Set-up arrangement** (please indicate your needs by “X” or “number needed”)

Furniture:  Vinyl dance floor  
 Conductor podium  1 or  2 step  
 Conductor stand  
 Number of chairs (maximum of 130)  
 Number of music stands (maximum of 72)  
 3 step choral risers (maximum of 10)  
 Acoustic shell (additional charge for installation)  
 Speaker’s lectern  
 Hang back drops (all back drops must be provided by the client)  
 Remove Orchestra Pit Chairs  1 Row or  2 Rows  
 Stage Platforms 4’x8’  1 Platform  2 Platforms

Other equipment:

Projector screen  
 Video projector  
 DMX-controlled Hazers

Musical Instruments:

Piano  with tuning (\$250 fee)  
 Kurzweil electric piano  
 Timpani:  32”,  29”,  26”,  23”, Ludwig copper  
 Concert chimes  
 36” Ludwig suspended bass drum

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**Sound System:**

Standard house system  
 Own system  
 Standard microphones  
 Lavalier wireless (maximum of 2)  
 Handheld wireless (maximum of 8)  
 Monitor speakers (maximum of 4)  
 Headsets for communication with control booth (maximum of 3)

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**Lighting and special effects:**

Standard house system  yes  no (If no, technician and design are available for additional cost)  
 Follow spotlight  1 or  2 (2 maximum. Additional charge for use and labor.)