

Wallis Annenberg Center for the Performing Arts

RENTAL EVENT QUESTIONNAIRE

This application is intended to provide initial information of the needs of potential Renters of the Wallis Annenberg Center for the Performing Arts facilities. This application must be submitted for your rental to be considered. A final commitment to use The Wallis facilities is not made until a Rental Agreement has been issued by The Wallis, signed by the Renter and returned with the Event Deposit as specified in the Rental Agreement.

- Requested Venue** Goldsmith Theater (500) Outdoor Promenade Terrace (925; 500 seated)
- Facility:** Goldsmith Lobby (330) Lovelace Studio Theater (150) Grand Hall (350; 150 seated)
- 3 Individual Classrooms (25) Founders Room (75; 30 meeting) Sculpture Garden (170)
- Postmaster's Office (10) Education Courtyard (110; 40 seated)

Today's Date: _____

Organization: _____

Address: _____ **Phone:** _____

_____ **Fax:** _____

Web Site: _____ **Email:** _____

Non-Profit Private/Profit Municipality

Primary Contacts For Organization and Event:

Name: _____ **Event Planner:** _____

Position: _____ **Company:** _____

Phone #1: _____ **Phone #1:** _____

Cell Phone: _____ **Cell Phone:** _____

E-mail: _____ **E-mail:** _____

Fax: _____ **Fax:** _____

Mon Tue Wed

Event Date(s) And Times Requested: _____ Thu Fri Sat Sun

Name of Event: _____

Expected Number of Attendees: _____

- Type of Event (Choose one):** Theater Dance Music / Orchestra / Concert
- Public Speaker Private Party Film/Photo Shoot
- Screening Other _____

Please give a detailed description of the event you are planning, including whether it is invite-only or if tickets will be sold. Include any marketing and advertising plans:

Access Time (Please be as specific as possible, including all preparations, event, and removal time that you need.)

SET UP / LOAD-IN / LOAD-OUT TIMES: Arrival Time: _____ Departure Time: _____

TECH / REHEARSAL TIMES: Arrival Time: _____ Departure Time: _____

EVENT TIMES: Arrival Time: _____ Departure Time: _____

Please give a detailed timeline for the EVENT (timeline is required before rental costs can be quoted):

Additional Facilities, Catering, Valet, or Services: Please describe any additional facilities, catering, valet, or other services that your event will require.

Specific Technical Needs: Please describe any specific technical needs that your event will require.

Staffing Needs: How many hired staff will you provide and/or request for your event (including volunteers and technical staff)? Please be specific.

Previous Venue Rentals

Please provide us with information about two of your past venue rentals:

Venue Name: _____

Date of Rental: _____ Space Rented: _____

Address: _____

Contact Name/Title/Phone: _____

Venue Name: _____

Date of Rental: _____ Space Rented: _____

Address: _____

Contact Name/Title/Phone: _____

Submit to: Rentals@thewallis.org **-OR-** Fax 310.557.9827