



# Rental Request Form

**Staff Use Only:**

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

Today's Date: \_\_\_/\_\_\_/\_\_\_\_\_

**For questions concerning Rental Requests, please contact:**

**Karen Jantsch**, Programming Manager, at 512.457.5120; [kjantsch@thelongcenter.org](mailto:kjantsch@thelongcenter.org)

*Please be sure to fill in all appropriate fields with as much detail as possible.*

Name of Organization/Artist(s) \_\_\_\_\_

Legal Name of Organization/Artist (for contracting purposes) \_\_\_\_\_

Title of Production/Event \_\_\_\_\_

Executive/Artistic Director/Chair of Board: \_\_\_\_\_

Main Contact/Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

Daytime/Main Phone (\_\_\_\_) \_\_\_\_\_ Evening/Secondary Phone (\_\_\_\_) \_\_\_\_\_

Fax Number(\_\_\_\_) \_\_\_\_\_ Website \_\_\_\_\_

Alternate Contact/Position \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Organization/Artist is: For-Profit  Non-Profit  (please attach 501(c)3 letter)

Annual Operation Budget (Non-Profit Only) \_\_\_\_\_

## Performance/Event type (please check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Theater Production        | <input type="checkbox"/> Non-Profit Use    | <input type="checkbox"/> Music Concert/Performance |
| <input type="checkbox"/> Corporate Seminar/Meeting | <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Commercial Use            |
| <input type="checkbox"/> Film                      | <input type="checkbox"/> Social Event      | <input type="checkbox"/> Other _____               |

## Requested Venue (please check all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Michael & Susan Dell Hall | <input type="checkbox"/> Debra and Kevin Rollins Studio Theatre | <input type="checkbox"/> City Terrace      |
| <input type="checkbox"/> Kodosky Donor Lounge      | <input type="checkbox"/> AT&T Education Rooms                   | <input type="checkbox"/> West Donor Lounge |
| <input type="checkbox"/> Other _____               |   |  |

I would like to learn more about the Long Center's Redd Carpet Fund

Mailing Address-P.O. Box 301449 Austin, TX 78703 Physical Address-701 W. Riverside Drive Austin, TX 78704

Phone: 512.457.5100 Fax: 512.457.5110 [www.thelongcenter.org](http://www.thelongcenter.org)

**Rental Request Continued**

To assist us in giving you the most accurate rental rates, please fill in all fields to the best of your ability. Also note that weekly rentals are based on 60 hours over a 7-day period. Additional hours are billed at an hourly rate.

**Requested Rental Dates:** \_\_\_/\_\_\_/\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_

**Second Choice:** \_\_\_/\_\_\_/\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_

**Third Choice:** \_\_\_/\_\_\_/\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_

**Total number of Performances/Events:** \_\_\_\_\_

**Expected Attendance for each Performance/Event:** \_\_\_\_\_

*PLEASE NOTE: for weekly rentals, the Long Center reserves the right to use requested space for other activities during periods of non-use. Preferred consideration given to requests that include mid-week performances.*

**Please provide a detailed breakdown of your rental hours below including proposed performance times. Copy this page as many times as needed to span the duration of your rental period.**

Day # \_\_\_\_  
Day of the week \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_  
Load-In Start \_\_\_\_\_ End \_\_\_\_\_  
Rehearsal Start \_\_\_\_\_ End \_\_\_\_\_  
Performance Start \_\_\_\_\_ End \_\_\_\_\_  
Strike/Load-out Start \_\_\_\_\_ End \_\_\_\_\_  
**Total #of hours for Day** \_\_\_\_\_

Day # \_\_\_\_  
Day of the week \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_  
Load-In Start \_\_\_\_\_ End \_\_\_\_\_  
Rehearsal Start \_\_\_\_\_ End \_\_\_\_\_  
Performance Start \_\_\_\_\_ End \_\_\_\_\_  
Strike/Load-out Start \_\_\_\_\_ End \_\_\_\_\_  
**Total #of hours for Day** \_\_\_\_\_

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Day of the week \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_  
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Rehearsal Start \_\_\_\_\_ End \_\_\_\_\_  
Performance Start \_\_\_\_\_ End \_\_\_\_\_  
Strike/Load-out Start \_\_\_\_\_ End \_\_\_\_\_  
**Total #of hours for Day** \_\_\_\_\_

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Day of the week \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_  
Load-In Start \_\_\_\_\_ End \_\_\_\_\_  
Rehearsal Start \_\_\_\_\_ End \_\_\_\_\_  
Performance Start \_\_\_\_\_ End \_\_\_\_\_  
Strike/Load-out Start \_\_\_\_\_ End \_\_\_\_\_  
**Total #of hours for Day** \_\_\_\_\_

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Rehearsal Start \_\_\_\_\_ End \_\_\_\_\_  
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Strike/Load-out Start \_\_\_\_\_ End \_\_\_\_\_  
**Total #of hours for Day** \_\_\_\_\_

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**Total #of hours for Day** \_\_\_\_\_

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Day of the week \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_  
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Rehearsal Start \_\_\_\_\_ End \_\_\_\_\_  
Performance Start \_\_\_\_\_ End \_\_\_\_\_  
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**Total #of hours for Day** \_\_\_\_\_

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Day of the week \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_  
Load-In Start \_\_\_\_\_ End \_\_\_\_\_  
Rehearsal Start \_\_\_\_\_ End \_\_\_\_\_  
Performance Start \_\_\_\_\_ End \_\_\_\_\_  
Strike/Load-out Start \_\_\_\_\_ End \_\_\_\_\_  
**Total #of hours for Day** \_\_\_\_\_

*Rental Request Continued*

Please provide a **brief description** of your event. (Attach a separate sheet if necessary):

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Please provide a brief description of the **technical aspects** of your performance/event, including set pieces, backline, lighting and special effects, audio/visual/computing equipment/film equipment, etc. **For the Debra and Kevin Rollins Studio Theatre, please indicate your intended seating configuration\*:**

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*\*please note that any change to the rep plot and seating configuration must be fully restored upon load-out, and the time necessary to do so is considered part of your Licensed Period.*

*Please Circle the appropriate response for the following questions:*

**Will you charge admission to your event?** \_\_\_\_\_

If you answered yes, what is the price range of your tickets? \_\_\_\_\_ to \_\_\_\_\_

**Do you intend to utilize the services of the 3M Box Office at the Long Center?\*** \_\_\_\_\_

*\*please note that the use of the Long Center box office is required for all Dell Hall engagements*

**Will your rental include a reception of any kind?** \_\_\_\_\_

**Please tell us anything else we may need to know about your performance:**

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**For office use only:**

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