

**MIAMI NEW DRAMA
AT THE COLONY THEATRE
RENTAL QUESTIONNAIRE**



Name / Organization:	
Organizer Contact:	
Phone and Email:	
Tech Lead Name:	
Phone and Email:	
Event Name:	

Liability Insurance: Required COI General Liability up to \$1,000,000

*Non-profits please send IRS letter of determination and Form 990 from previous tax year.

Date(s) Requested:		Number Attendees	
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TYPE OF EVENT:

- Theatre
 Dance
 Opera
 Concert
 Seminar
 Meeting
 Reception/Party
 Rehearsal

Will you be selling tickets? YES , Ticket Price: _____ NO

SCHEDULE

Load In Date:	Start Time:		End Time:	
Tech Dates:	Start Time:		End Time:	
Show Dates:	Start Time:		End Time:	
Show Dates:	Start Time:		End Time:	
Show Dates:	Start Time:		End Time:	
Show Dates:	Start Time:		End Time:	
Load- Out:	Start Time:		End Time:	

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LIGHTING

Will you be using the Colony's lighting plot? (If no, please send proposed light plot 30 days prior to engagement). *Renters are responsible for labor to set-up and restore lighting.

NO YES

Do you require a follow-spot? NO YES

Will you be bringing in rental lighting equipment such as moving lights? NO YES

Contact name and phone number of person in charge of Lighting:

Name:	Number:
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SOUND

Will you be bringing in additional sound equipment or backline? NO YES

Will you be renting our piano? (There will be a \$200 tuning fee) NO YES

Will there be a band? *Bands require 1hr of dedicated time for sound check NO YES

Are there sound cues or tracks? NO YES

If yes, please specify format:

Microphone Needs: Handheld Mic NO YES How many? _____

Wireless Lav or Earset NO YES How many? _____

Musical Instrument Mic NO YES How many? _____

How many intercom headsets are required?

Contact name and phone number of person in charge of Sound:

Name:	Number:
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PROJECTION

Will you be using Projection? NO Digital

Film aspect Ratio: _____

If video, what is the format? _____

What connections do you need from playback source to the projector?

If DCP: Is the film copyrighted? NO YES

**Please note that all video projection is required to be run from the projection booth.*

Contact name and phone number of person in charge of Projection:

Name:	Number:
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STAGE AND RIGGING:

Will you be bringing scenery?

*Please submit a ground plan to TD 30 days prior to engagement NO YES

Do you intend to use the theater's fly system? NO YES

Contact name and phone number of person in charge of Scenery/Rigging:

Name:	Number:
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ADDITIONAL INFORMATION:

Do you need a marley dance floor? NO YES

Will you be recording the event? NO Archival Commercial

Do you require wardrobe equipment/personnel? NO YES

Do you require additional deck/ stagehands? NO YES