



**Today's Date:**

# Rental and Reservation Request Form

This form is required in order to submit any production request/items **six weeks before event.**

Please note: If additional rooms are needed, additional request forms must be submitted for each room, but no need to complete B-E. **This application serves as a request for rental space only. Information provided does not secure a rental space.**

## Section I: Basic Info

Please fill out boxes

A. Basic Info	All Info Required or indicate N/A
<b>Name of event</b>	
<b>Organization</b>	
<b>Organization Type</b> (check one):	Community Group    Business/Corporate    State Agency    Individual    NPO
<b>Searchable EIN (if NPO):</b>	
<b>Mailing Address</b>	<b>City/State/Zip:</b>
<b>Point of contact</b>	
<b>Email</b>	
<b>Phone number</b>	
<b>Phone number (2)</b>	
<b>Will you require a tour of the facility or space?</b>	YES OR NO?
<b>Leave below blank if multiple dates and complete section III.</b>	
<b>Event date(s)</b>	
<b>Load-In Time</b>	
<b>Event Start time</b>	
<b>Event End time</b>	
<b>Load Out time</b>	

**B. Please provide your organization's mission as well as the event purpose and scope in the space provided below.**

**C. Why have you chosen the ESB-MACC as the place to host your event?**

**D. What will your production/event add to the ESB-MACC?**

**E. Attendance**

<b>Anticipated Attendance</b>	
<b>Audience Age</b>	
<b>Free or Admission Fee</b>	
<b>If ticketed, who can purchase a ticket to the event?</b>	
<b>Public or private event? If public, may we publicize this event?</b>	
<b>How will event be publicized?</b>	
<b>How will tickets be sold?</b>	
<b>Will tickets be sold at the door?</b>	
<b>Number of artists: How many adults? How many children?</b>	

## Section II: Arrangement

F. Type of Event: Please select all that apply		Notes
	Select	
1.	<input type="checkbox"/>	Performance (theatre, dance, music)
2.	<input type="checkbox"/>	Rehearsal
3.	<input type="checkbox"/>	Workshop
4.	<input type="checkbox"/>	Public Presentation
5.	<input type="checkbox"/>	Meeting/Webinars
6.	<input type="checkbox"/>	Art Exhibition
7.	<input type="checkbox"/>	Filming
8.	<input type="checkbox"/>	Training
9.	<input type="checkbox"/>	Reception If selected, complete <b>section J</b>
10.	<input type="checkbox"/>	Tour
11.	<input type="checkbox"/>	Training
12.	<input type="checkbox"/>	Dinner Reception If selected, complete <b>section J</b>
13.	<input type="checkbox"/>	Film Screening
14.	<input type="checkbox"/>	Panel Discussion
15.	<input type="checkbox"/>	Signature Event
16.	<input type="checkbox"/>	Forum
17.	<input type="checkbox"/>	Other (please specify in Section H)

G. Type of Arrangement (if applicable)		
	Select	
1.	<input type="checkbox"/>	U Shape Meeting
2.	<input type="checkbox"/>	Square Meeting
3.	<input type="checkbox"/>	Round Meeting
4.	<input type="checkbox"/>	Classroom
5.	<input type="checkbox"/>	Presidium (standard theatre seating)
6.	<input type="checkbox"/>	Arena (360 Deg.)
7.	<input type="checkbox"/>	Open Space
8.	<input type="checkbox"/>	Other (please provide details below)

H. Arrangement Notes

**I. Spaces: Please select all that apply**

\* Community gallery is not a rentable area. Use of the space is limited to serve as ONLY an entry to the auditorium. Installations within the space will not be removed or covered under any circumstances. Set-up within the space is limited. \*\*Kitchen only provided with Auditorium rental.

	First choice(s)	Second choice(s)		Location	Notes
1.			Zocalo/Plaza	Outside Area	3000 ppl capacity.
2.			Auditorium	1 <sup>st</sup> Floor	Performance space   Permanent bleacher: 139 ppl.
3.			Kitchen**	1 <sup>st</sup> Floor	Kitchen Space   Stove, counter, sink, fridge   Located behind Auditorium
4.			Auditorium Corridor	Outside Area	
5.			Community Gallery*	1 <sup>st</sup> Floor	Art Gallery   Auditorium's Reception Area
6.			Black Box Theater	1 <sup>st</sup> Floor	Performance space   Removable Bleacher: 50 ppl.
7.			Black Box Theater Corridor	Outside Area	
8.			Dance Studio	2 <sup>nd</sup> Floor	Rehearsal Open Space   30 ppl with tables and chairs   50 ppl with chairs
9.			Dance Studio Corridor	2 <sup>nd</sup> Floor	
10.			Raul Salinas Room	1 <sup>st</sup> Floor	Medium Size Room   Free to the community space during operating hours   30 ppl with tables and chairs   45 ppl with chairs.
11.			Conference Room	2 <sup>nd</sup> Floor	Small Meeting Room
12.			SZC Gallery Corridor	2 <sup>nd</sup> floor	Outside Area   2 <sup>nd</sup> floor balcony
13.			Concession Stand	1 <sup>st</sup> Floor	Outside Area   Ice Machine location
14.			Café Courtyard		Concession area   extends to benches in Zocalo
15.			South Lawn	Outside Area	
16.			North Lawn	Outside Area	
17.			Main Entrance Hallway	Outside Area	Area closest to the Main Office

**J. Event Reception Info**

	Select	
1.		Alcohol will be served
2.		Alcohol will be sold
3.		Alcohol Permit
4.		Use of Kitchen
5.		Event will be catered
	<b>5.a</b>	Name of Caterer (provide contact info)

**Alcohol**

A request to sell or serve alcohol to the general public at a City Event or Rental Event will require approval by ESB-MACC Manager. The renter must **provide proof of insurance, an alcohol consumption plan, and obtain a temporary food permit** to have alcohol on site during their event. Renter must provide no less than one **licensed peace officer or security guard** on site during hours that alcohol is being consumed and submit all documents required by the TABC. The City reserves the right to increase coverage depending on the type of event or past history of use.

## Section III: Event Schedule

Provide date, start time, and end time for each requested date. The ESB-MACC has a curfew of 10pm. Events/productions will not be scheduled past the 10pm curfew. Set-up, breakdown, and clean-up is the responsibility of the renter, please account for this in your requested rental times.

K. Event Schedule & Timing								
	Date	Load In Time	Doors Open Time	Event Start Time	Event End Time	Load Out Time	Quantity of Intermissions	Duration of Intermissions
<b>*Example Line</b>	7/1/2017	8am	9am	9:30am	11:30am	11:45	1	15 minutes
<b>Load in</b>								
<b>1.Tech In</b>								
<b>2. Tech in</b>								
<b>3.Tech In</b>								
<b>4.Tech In</b>								
<b>5.Tech In</b>								
<b>6.Tech In</b>								
<b>7.Tech In</b>								
<b>1.Run-through/Dress Rehearsal</b>								
<b>2.Run-through/Dress Rehearsal</b>								
<b>1.Event/Performance</b>								
<b>2.Event/Performance</b>								
<b>3.Event/Performance</b>								
<b>4.Event/Performance</b>								
<b>5.Event/Performance</b>								
<b>6.Event/Performance</b>								
<b>7.Event/Performance</b>								
<b>8.Event/Performance</b>								
<b>9.Event/Performance</b>								
<b>10.Event/Performance</b>								
<b>11.Event/Performance</b>								
<b>12.Event/Performance</b>								
<b>13.Event/Performance</b>								
<b>14.Event/Performance</b>								
<b>15.Event/Performance</b>								
<b>16.Event/Performance</b>								
<b>17.Event/Performance</b>								
<b>18.Event/Performance</b>								
<b>1.Load Out/Clean Up</b>								
<b>2.Load Out/Clean Up</b>								

## Section IV: Production Request

Not all equipment is available for each area requested and inventory may be reduced for multiple events. Some restrictions apply for use.

Rentals and Partners should provide their own technicians to set and operate their event. Renters must provide their own Aerial Lift certification or liability insurance.

Refer to Tech Specs file for standard equipment in each performance space.

L. Audio- <b>Not available for Zocalo rentals.</b>					
	Yes	No	Sound System needed (If yes, complete below. If no, skip section L.)		
	Select	Quantity	Item Description	Notes	
1.			Handheld wireless microphone	2 sets installed in BB and Aud.	2
2.			Lavalier wireless microphone		2
3.			Head worn wireless microphone	Auditorium only	2
4.			Vocal Microphones	Auditorium only Vocal Microphones	7
5.			Instrument Microphones		7
6.			Instrument Input (D.I. Boxes)		3
7.			Gooseneck Mics (desktop mics)		5
8.			Overhead Microphones	Black Box & Auditorium Only	
9.			Monitor Speakers (Powered Speakers)		4
10.			Laptop Audio Input (1/8" cable)		
11.			Video Clip has Audio		
12.			Intercom system	Black Box & Auditorium Only	
13.			Podium with Mic		2
14.			Sound Tech Assistance needed (to troubleshoot before and during event)		
15.			Providing own Sound Technician (provide contact info below)		
		<b>15.a</b>	Name		
			Phone Number	Email	
		<b>15.b</b>	Name		
			Phone Number	Email	
16.			Providing own sound equipment. List equipment in Section M.		
17.			<b>Music Performance</b> (provide band member contact info below)		
		<b>17.a</b>	Band		
			Contact name	Phone number	
			Email		
		<b>17.b</b>	Band		
			Contact name	Phone number	
			Email		
		<b>17.c</b>	Band		
			Contact name	Phone number	
			Email		

M. Audio Notes (please provide us with any additional info to help make your event a success)

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N. Video- **Not available for Zocalo rentals.**

		Yes	No	<b>Video System needed (If yes, complete below. If no, skip section N.)</b>		
		Select	Quantity		Notes	Available
1.				Film screening (DVD/BR)		
2.				Power point presentation		
3.				Power point clicker		7
4.				Require laptop (PC)		2
5.				Providing own laptop (PC or Mac)		2
6.				32" TV monitor		4
7.				40" TV monitor		2
8.				Video projector		3
9.				Video projector extension arm		2
10.				80" Projector screen		2
11.				Video tech assistance needed (to troubleshoot before and during event)		
12.				Providing own video technician (provide contact info below)		
			<b>12.a</b>	Name		
				Phone number		email
			<b>12.b</b>	Name		
				Phone number		email
13.				Providing own video equipment. List equipment in Section O.		

O. Video Notes

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P. Lights- **Not available for Zocalo rentals.**

		Yes	No	<b>Stage Light System needed (If yes, complete below. If no, skip section P.)</b>		
		Select	Quantity		Notes	Available
1.				T-Light stand 8' w/ 5' arm extension		2
2.				Tree Light 7' or 10' w/ 50 pound base	6 Pole base total	6 (7') & 2 (10')
3.				Ellipsoidal light fixture w/19 deg. barrel	All installed	
4.				Ellipsoidal light fixture w/26 deg. barrel	All installed	
5.				Ellipsoidal light fixture w/36 deg. barrel		7
6.				Ellipsoidal light fixture w/ 50 deg. barrel		8

7.			Par Can 64	All installed	
8.			Parnell	All Installed	5
			Strand SL 575 W. Ellipsoidal light fixture	Aud. Only Twist-lock connectors	4
			ETC Source 4 jr. 575 W. Ellipsoidal Light fixt.	BB only Edison connectors	4
9.			Color Bar		4
10.			Haze Machine		1
11.			Barn door frame 7.5" x 7.5"	Parnell	14
			Barn door frame 10" x 10"	Par Can 64	2
12.			Gobo holder M size	Source Fr. Jr	10
			Gobo holder B size	Strand SL	18
13.			Gel frame 6.25" x 6.25"	Ellipsoidal light fixture	49
			Gel frame 7.5" x 7.5"	Parnell	23
			Gel frame 10" x 10"	Par Can 64	30
14.			Light tech assistance needed (to troubleshoot before and during event)		
15.			Providing own light technician (provide contact info below)		
		<b>16.a</b>	Name		
			Phone Number	email	
		<b>16.b</b>	Name		
			Phone number	email	
16.			Providing own light equipment. List equipment in Section Q.		

#### Q. Lighting Notes

#### R. Stage- **Not available for Zocalo rentals.**

Yes		Stage Set needed (If yes, complete below. If no, skip section R.)			
Select	Item Description	Dimensions			Colors
		W	L	H	
1.	Stage Panels 4'x8'				Black <b>Leg sizes: 7 1/2", 11 1/4", 12 1/2", 23 1/2", 31 1/2"</b>
2.	Stage Skirts 6'x23'	N/A		23"	Black
3.	Pipe and Drape (8'-12')	N/A			Black <input type="checkbox"/> Blue <input type="checkbox"/> Magenta <input type="checkbox"/>
4.	Masonite Floor Panel 4'x8'			N/A	Black
5.	Marley rolls 5.25' X 31.58'			N/A	Black <input type="checkbox"/> Gray <input type="checkbox"/> (4 rolls available)
6.	Wooden Floor Panel 3'x3'			N/A	Dark Oak



**S. Base Equipment- Not available for Zocalo rentals.**

	Yes	No	Base equipment needed (If yes, complete below. If no, skip section S.)		
	Select	Quantity		Notes	Available
1.			Rectangular Table 6 x 2.5'		20
2.			Rectangular Table 6' x 1.5'		10
3.			Tall Cocktail Tables 32.5" x 42"		21
4.			Short Cocktail Tables 32.5" x 30"		16
5.			Folding Chair		50
6.			Flip Chart Easels		5
7.			Podium		2
8.			Mobile Room Dividers 5'x6'		2
9.			Mobile Room Dividers 8'x8'		2
10.			Ice Chest		2
11.			Blue Chair	BB only	80
12.			Performance Brown Chairs		8
13.			Wooden Easels		5

**T. Stage and Base Equipment Notes**

## Section V: Extra Notes

**U. Other**

	Yes	No	
1.			Will you be using special effects? (Haze/smoke machines, strobe lighting, water, etc.)
2.			Will you be audio recording the event?
3.			Will you be video recording the event?

**V. Special Request Tech Notes**

Signature

Date