



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.

Section I: Basic Info

Please fill out boxes

A. Basic Info	All Info Required or indicate N/A				
Name of event					
Organization					
Organization Type (circle one):	Community Group	Business/Corporate	State Agency	Individual	NPO
Searchable EIN (if NPO):					
Mailing Address					City/State/Zip:
Point of contact					
Email					
Phone number					
Phone number (2)					
Leave below blank if multiple dates and complete section III.					
Event date(s)					
Load-In Time					
Event Start time					
Event End time					
Load Out time					

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

Anticipated Attendance	
Audience Age	
Free or Admission Fee	
If ticketed, who can purchase a ticket to the event?	
Public or private event? If public, may we publicize this event?	
How will event be publicized?	
How will tickets be sold?	
Will tickets be sold at the door?	

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 section J
10.	<input type="checkbox"/>	Tour	
11.	<input type="checkbox"/>	Training	
12.	<input type="checkbox"/>	Dinner Reception	If selected, complete section J
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 st Floor	Performance space Permanent bleacher: 139 ppl.
3.			Kitchen**	1 st Floor	Kitchen Space Stove, counter, sink, fridge Located behind Auditorium
4.			Auditorium Corridor	Outside Area	
5.			Community Gallery*	1 st Floor	Art Gallery Auditorium's Reception Area
6.			Black Box Theater	1 st Floor	Performance space Removable Bleacher: 50 ppl.
7.			Black Box Theater Corridor	Outside Area	
8.			Dance Studio	2 nd Floor	Rehearsal Open Space 30 ppl with tables and chairs 50 ppl with chairs
9.			Dance Studio Corridor	2 nd Floor	
10.			Raul Salinas Room	1 st 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 nd Floor	Small Meeting Room
12.			SZC Gallery Corridor	2 nd floor	Outside Area 2 nd floor balcony
13.			Concession Stand	1 st 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		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
	5.a	Name of Caterer (provide contact info)

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
*Example Line	7/1/2017	8am	9am	9:30am	11:30am	11:45	1	15 minutes
Load in								
1.Tech In								
2. Tech in								
3.Tech In								
4.Tech In								
5.Tech In								
6.Tech In								
7.Tech In								
1.Run-through/Dress Rehearsal								
2.Run-through/Dress Rehearsal								
1.Event/Performance								
2.Event/Performance								
3.Event/Performance								
4.Event/Performance								
5.Event/Performance								
6.Event/Performance								
7.Event/Performance								
8.Event/Performance								
9.Event/Performance								
10.Event/Performance								
11.Event/Performance								
12.Event/Performance								
13.Event/Performance								
14.Event/Performance								
15.Event/Performance								
16.Event/Performance								
17.Event/Performance								
18.Event/Performance								
1.Load Out/Clean Up								
2.Load Out/Clean Up								

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- Not available for Zocalo rentals.				
	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	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)	
		15.a	Name	
			Phone Number	Email
		15.b	Name	
			Phone Number	Email
16.			Providing own sound equipment. List equipment in Section M.	
17.			Music Performance (provide band member contact info below)	
		17.a	Band	
			Contact name	Phone number
			Email	
		17.b	Band	
			Contact name	Phone number
			Email	
		17.c	Band	
			Contact name	Phone number
			Email	

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

N. Video- Not available for Zocalo rentals.					
	Yes	No	Video System needed (If yes, complete below. If no, skip section N.)		
	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)		
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)		
		12.a	Name		
			Phone number	email	
		12.b	Name		
			Phone number	email	
13.			Providing own video equipment. List equipment in Section O.		

O. Video Notes					

P. Lights- Not available for Zocalo rentals.					
	Yes	No	Stage Light System needed (If yes, complete below. If no, skip section P.)		
	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		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)		
		16.a	Name		
			Phone Number		email
		16.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	No	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 Leg sizes: 7 1/2", 11 1/4", 12 1/2", 23 1/2", 31 1/2"
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?
4.			
5.			

V. Special Request Tech Notes