

DOÑA ANA ARTS COUNCIL

RIO GRANDE THEATRE RENTAL APPLICATION

Please complete entire application and provide all required information (including technical specifications) then return as soon as possible *preferably by e-mail* to: Admin@daarts.org; or mail to Dona Ana Arts Council – RGT Rental, PO Box 1721, Las Cruces NM 88004 or by fax at 575-523-4760. If you have any questions please call Linda at 575-523-6403. You will be advised if the application has been accepted. If accepted, you'll be given an appointment time for completion of the contract for the theatre rental.

Name of Applicant/Organization: _____

Name of Authorized Person signing contract: _____ Title: _____

Address: _____

Telephone: Office (____) _____ Other: (____) _____

Fax: (____) _____ E-mail Address : _____

Performance Date(s) Requested: _____ Alternate Dates: _____

Performance **Start** Time: _____ (am/pm) Performance **End** Time: _____

Performance **Call** Time: _____ (am/pm) Load Out/**Exit** Time: _____

Anticipated number of hours for load-in: _____ Anticipated number of hours for load-out: _____

Rehearsal Date(s) Requested: _____ Rehearsal Time (s) Requested: _____

Applicant is a:

___ For- Profit Organization or Individual ___ Local Non-Profit* ___ Educational Institution**

___ City of Las Cruces ___ Other – Please explain: _____

***If Non-Profit is marked**, we require evidence of non-profit status and documentation designating the authorized representative to sign application / contract.

****If Educational Institution is marked**, please indicate if public, charter or private.

Federal ID No.: _____ or Social Security No. (if individual): _____ - _____ - _____

Insurance: Please attach a **copy of insurance policy** for your Comprehensive General Liability (Personal Injury, including bodily injury, \$1,000,000 per occurrence; and Property Damage, \$100,000 per occurrence. Copy of Insurance policy attached: _____

OR Indicate if insurance **needs to be purchased** by Dona Ana Arts Council on your behalf: _____

Title and short description of proposed event; indicate the type of show (i.e. music, dance, lecture)

Number of participants (i.e. size of choir, dance or theatre troupe): _____

Size of band/ if any _____ List of Instruments to be used _____

* Please attach a technical rider outlining technical requirements. Rider should include stage set up and/or stage plot; audio, visual, lighting and fly system requests; and any other pertinent information for event. Any changes in the technical requirements not discussed with RGT management during contract negotiation cannot be guaranteed.

Are you planning to host a pre- or post-event reception in the Lobby? _____ Yes _____ No
(Note: food and beverage is not allowed inside the theatre seating areas.)

Anticipated size of audience (Rio Grande Theatre maximum capacity is 426) _____

This event will be: _____ For public sale _____ By invitation only
_____ Free & Open to the Public _____ Other (attach details)

If tickets will be sold: •the price(s) will be: _____

•tickets will be sold/distributed at: _____

•contact phone & email for ticket & event info*: _____

*a phone number for people inquiring about your event is required.

Please indicate if you would like to use the RGT's Online Ticket Sales service (fees will apply) _____

Please be advised that completing and returning this application for rental of the Rio Grande Theatre does not constitute a confirmed hold on your requested date. Therefore, it is agreed by the applicant (person or represented organization) that no information or publicity of any nature relating to the proposed event may be announced or released until the contract is executed by the Rio Grande Theatre Management (Dona Ana Arts Council) and applicant and the required deposit has been paid in full.

Furthermore, applicant represents that a full, accurate and complete disclosure of all information has been made and that the above statements and information are true and correct. Applicant grants permission to the Dona Ana Arts Council to contact any of the above persons or organizations.

Signature: _____ Date: _____

Print Name: _____ Title: _____