



George Mason University
 College of Visual and Performing Arts
 Center for the Arts & Harris Theatre
 4400 University Drive, MSN 4C1
 Fairfax, VA 22030

Office: (703) 993-3729
 Fax: (703) 993-8883

Facility Rental Application

~ For Non-GMU Affiliates, Non-profits, local, and professional renters

~ This form does not guarantee rental for any of the facilities, rather it indicates an interest in renting one of our facilities.

Date Contacted: _____ **Internal Use Only:** Approved/Availability: _____
 Reference Check: _____
 Estimate Sent: _____ Approved: _____
 Contract Sent: _____ Signed: _____

Renter Contact Information:

Event Title (Name) _____

Contact Name: _____

Legal Name of Organization: _____

Applicant is: Individual Corporation Commercial Promoter 501 c3 (Non profit) Local Arts

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Performance Details:

Rental Facility:

Concert Hall _____ Harris _____ Grand Tier III _____ Concert Hall Lobby _____

Date(s) of Event: _____

Type of Event:

Performance: Dance _____ Stage _____ Concert _____ Lecture _____

Special Event: Reception _____ Banquet _____ Meeting _____ Convention _____

Other: _____

Artist or Organization Website (if applicable): _____

Total Number of Performers (performance events only): _____

Event Start Time: _____ Run Time: _____ Intermission: Yes No Length: _____

Load In Time: _____ Sound Check/Rehearsal: _____ Load Out Time: _____

Short Description of Performance or Event:

Ticketing and Front of House Information

Anticipated Attendance (#): _____

Ticketed Event: Yes No , General Seating _____ Reserved Seating _____

Charge Admission: Yes No

Ticketing Services Provided by: *Outside ticket sales must be approved by the renting facility*

Estimated Ticket Price(s) & Scaling: _____

Anticipated On-Sale Date: _____

Technical Requests/Info:

Do they have a technical rider for the artist or event that they can send you? No Yes

Do they have a Stage Manager/Production Contact? No Yes

Name: _____ Contact Info: _____

Stage Mode *Concert Hall ONLY*: Rows A – D Seating _____ Stage _____ Orch. Pit _____

<u>STAGE:</u>	NO	YES	<u>STAGE NOTES</u>
Podium	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tables (side stage or on)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Music Stands	<input type="checkbox"/>	<input type="checkbox"/>	_____
Piano	<input type="checkbox"/>	<input type="checkbox"/>	_____
Piano Tuning	<input type="checkbox"/>	<input type="checkbox"/>	_____
Marley Dance Floor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Orchestra Shell	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risers	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scrim/Backdrop	<input type="checkbox"/>	<input type="checkbox"/>	_____
Banner/Flag Display	<input type="checkbox"/>	<input type="checkbox"/>	_____

<u>Audio/Visual:</u>	NO	YES	<u>SOUND NOTES</u>
Microphones	<input type="checkbox"/>	<input type="checkbox"/>	_____
CD Player	<input type="checkbox"/>	<input type="checkbox"/>	_____
Event Recording	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stage Monitors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Projection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Videotaping	<input type="checkbox"/>	<input type="checkbox"/>	_____

<u>LIGHTING:</u>	NO	YES	<u>LIGHTING NOTES</u>
Follow Spot	<input type="checkbox"/>	<input type="checkbox"/>	_____

<u>MISCELLANEOUS:</u>	NO	YES	<u>MISC. NOTES</u>
Loading Dock Access	<input type="checkbox"/>	<input type="checkbox"/>	_____
Backstage Food Service	<input type="checkbox"/>	<input type="checkbox"/>	_____
ESL	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Production Notes:

<u>Additional Activities:</u>	No	Yes	Details (Location, Times, Created by, etc.)
Amateur Photography	<input type="checkbox"/>	<input type="checkbox"/>	_____
Merchandising/Souvenir Sales	<input type="checkbox"/>	<input type="checkbox"/>	_____
❖ Will they sell or do we need to provide a seller?			_____
Program Distribution	<input type="checkbox"/>	<input type="checkbox"/>	_____
❖ Will they have any stuffers to be inserted in the program?			_____
Registration or Media Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____
Poster/Banner Display (Lobby)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pre or Post Reception Activity	<input type="checkbox"/>	<input type="checkbox"/>	_____

Venues in Which Outside Performer Has Performed (if applicable):

<u>NAME OF VENUE</u>	<u>VENUE MANAGER'S NAME AND TITLE</u>	<u>CONTACT INFORMATION</u>	<u>RENTAL DATE</u>

Event Catering Information:

The event will require the following type of catering service(s)

Food _____ Beverage _____ Alcohol _____ None _____

Anticipated Catering Needs:

Caterer Information (*must be a GMU approved caterer):

Comments/Additional Information:

Please Return this Rental Application to:

Scheduling and Events Coordinator
Center for the Arts
George Mason University
4400 University Drive
MSN: 4C1
Fairfax, VA 22030-4444

Fax: (703) 993-8883
Email: cfaevent@gmu.edu
Phone: (703) 993-3729