RENTAL REQUEST FORM
Gordon Theater ● Black Box Studio ● Stedman Gallery

PROCEDURE

Scheduling of the above facilities must first be approved by:

Kristin R. Walker, Director of Campus Event Planning
  • krwalker@camden.rutgers.edu
  • direct: 856.225.6325 main: 856.225.6162 fax: 856.225.6196
and

Stefán Órn Arnarson, Theater Programs Director
  • stefanar@camden.rutgers.edu
  • cell: 856.979.9624 office: 856.225.6303 fax: 856.225.6330

Submission of this form does not guarantee reservation of the facilities. The information provided on this form will be used to determine
  1) Availability in the facilities schedule
  2) Appropriateness of the requested facilities for the proposed activity.
If approved, this information will be further used to estimate charges for the personnel and equipment required.

Once the facilities request has been approved, the Campus Events Planning will be contacted to generate a reservation contract. This office will determine all other costs required by university policy for use of the facilities, such as liability insurance, security, and maintenance.

Staffing Requirements: Rutgers Campus Events Planning will determine the number and type of staff required to ensure the success of each event and the preservation of the facilities and equipment. Gordon Theater staff members must conduct both technical requirements of the event as well as the front-of-house activities. The minimum staff required for any event is four.

Marketing and Media Relations Requirements: All marketing and media relations materials for the event described above must include the following:

  Walter K. Gordon Theater /or/ Black Box Studio /or/ Stedman Gallery
  Rutgers, The State University of New Jersey

Please fill in this form as thoroughly as possible. We may not be able to accommodate last minute requests and recommend an eight week lead time for larger events. Once received a rental agreement and quote will be set up based on the information provided here.
### CONTACT INFORMATION

Presenting Organization: ___________________________________________________

Address: ______________________ City: __________________ State: ____ Zip: ______

**Organization Contact:**
(person responsible for event)_______________________________________________
Phone Number(s) of Contact: _______________________________________________
Email Address: __________________________________________________________

**Event Primary Contact:**  ________________________________________________
Cell Number: __________________________________________________________
Phone Number: __________________________________________________________
Email:  _________________________________________________________________

Groups with more than 10 persons (cast and crew combined) must provide the following information:
Persons listed below MUST be present during entire use of the facilities.
Stage Manager or Director: ______________________ Phone Number: ______________

Backstage/Dressing Room Coordinator: ____________________________

*Adult Supervisors 1)____________________ 2)____________________
3)____________________ 4)____________________

*Adult Supervisors are required for all events that include children less than 18 years.
# RENTAL REQUEST FORM

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## LOCATION OF EVENT & DETAILS

<table>
<thead>
<tr>
<th>Title of Event:</th>
<th>__________________________________________________________</th>
</tr>
</thead>
</table>
| Type of Organization: | □ Rutger Academic or Administrative Department  
□ Registered Rutgers Student Club  
□ Non-Rutgers Organization |
| Space Requested: | □ Gordon Theater  
□ Black Box Studio  
□ Stedman Gallery  
□ Lobby |
| Type of Event: | □ Meeting  
□ Fashion Show or Contest  
□ Musical Theatre Production  
□ Lecture  
□ Dance Performance  
□ Variety Show  
□ Musical Concert  
□ Play  
□ Other: Please List __________________________ |
| Expected Audience in Attendance: | ______ |
| Number of people in the event program: | ______ |
# RENTAL REQUEST FORM

**Gordon Theater ● Black Box Studio ● Stedman Gallery**

## DATES REQUESTED

**Performance Date(s)** (If you require a setup or rehearsal date(s) please fill in the rehearsal section also.)

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Arrival Time</th>
<th>Show Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
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</table>

Alternative Date(s):

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Arrival Time</th>
<th>Show Time</th>
<th>End Time</th>
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</table>

(Note: doors open ½ hour before start of event unless otherwise arranged)

**Rehearsal Date(s)**

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Arrival Time</th>
<th>Show Time</th>
<th>End Time</th>
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</table>

## FRONT OF HOUSE SERVICES

- Will this be a ticketed event? □Yes □No If yes, what will the admission charge be? $ _______ per person
- Will Merchandise be sold at your event? □Yes □No
- Will your event have a program? □Yes □No (Must be sent via email one week prior to event)
- Do you expect Press to attend? □Yes □No (If yes, please notify Office of Communications msepanic@camden.rutgers.edu or 856-225-6026)
- Will you be providing catering to your guests and/or performers? □Yes □No
- Number of trucks and size for load-in of equipment/scenery_________
- Time when vehicles need access to the loading dock_________
- Please give a brief description of your event:______________________________________________________________________________________
  ________________________________________________________________________________
  ________________________________________________________________________________
# RENTAL REQUEST FORM

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## AUDIO

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Will you need audio/musical playback?</td>
<td></td>
<td></td>
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<tr>
<td>Acoustical sound shell</td>
<td></td>
<td></td>
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<tr>
<td>(typically used for a symphony orchestra)</td>
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<tr>
<td>Will you need sound reinforcement (vocal/instrument)?</td>
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<tr>
<td>□ Standard corded mic #_____</td>
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<td></td>
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<tr>
<td>□ Instrument mic #_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Wireless hand held mic #_____</td>
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<td></td>
</tr>
<tr>
<td>□ Wireless lapel mic #_____</td>
<td></td>
<td></td>
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<tr>
<td>□ Direct Box #_____</td>
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<td></td>
</tr>
<tr>
<td>□ Monitor speakers #_____</td>
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<td></td>
</tr>
<tr>
<td>□ iPod/MP3 connection</td>
<td></td>
<td></td>
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<tr>
<td>□ CD Player</td>
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<tr>
<td>□ Other ______________</td>
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</table>

If there is a live music performance please give detailed description of the ensemble(s), (instruments, amplifiers, drum risers, music style, number of performers, etc.)

____________________________________________________________________________________

____________________________________________________________________________________

## LIGHTING

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Stage and Lighting do you need:</td>
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<tr>
<td>□ Simple wash, general area light.</td>
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<td></td>
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<tr>
<td>□ Podium special with area light for a lecture.</td>
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<tr>
<td>□ Two color wash with few specials.</td>
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<tr>
<td>□ Follow Spot</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>□ Side light booms</td>
<td></td>
<td></td>
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<tr>
<td>□ Concert style light with general areas and saturated color washes.</td>
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<tr>
<td>□ Intelligent lights</td>
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</tbody>
</table>

Event specific designed lighting plot hung and focused. □ Yes □ No □ Other ______________

(Lighting Plot must be received no later than two weeks prior to event)
## PROJECTION

- Video or Film Projection: □ Yes  □ No  (Gordon Theater can accommodate DVD, VHS and VGA computer input)

- Power Point Presentation: □ Yes  □ No  (Power Point Presentation must be email at least 2 days prior to event)

## MISCELLANEOUS

- Podium
- Tables on stage #____
- Chairs on stage #____
- Tables in Lobby #____
- Music Stands #____
- Music stand lights #____
- Risers (Choral or Seated) #____
- Piano (Upright Yamaha is available. We rent all grand pianos from outside vendors. The cost of piano-tuning for in-house and rentals is added to client contracts; $100 fee).

- Flags (please check all that apply):
  - United States
  - New Jersey
  - Rutgers University
  - Other _____________________________
  (Special flags must be delivered to the Gordon Theater a minimum of one day prior to the event)

- Other objects on stage ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
Please note all organizations must provide a rider on their insurance policy naming Rutgers University as additional insured for $1 million.

A production meeting is required in the theater for all events approximately one week before the actual date of the event. For smaller events (lectures, meetings, etc.) the production meeting can take place over a conference call.

All music, DVD’s, video, power point presentations, pictures to be projected, banners, or scenery, that is going to be used during the event must be sent to the theater no later than 48 hours before event so it can be set up and tested.

Questions regarding technical use and requirements for your event should be directed to: **Stefán Örn Arnarson**, Theater Programs Director
stefanar@camden.rutgers.edu
cell (856) 979-9624, office (856) 225-6303

The current technical specifications for the Gordon Theater and Black Box Studio are available online: [http://events.camden.rutgers.edu/gordon-theater](http://events.camden.rutgers.edu/gordon-theater)

**Reservations are not confirmed until a rental contract has been executed and deposit payment received.**

Please sketch a drawing of the approximate stage layout for your event (placement of chairs, tables, podium, etc.)
Gordon Theater Seating Chart

Note: Rear AA seating is reserved for Handicap seating

*Images are not to scale