

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 Örn 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.

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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.

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LOCATION OF EVENT & DETAILS

Title of Event: _____

Type of Organization:

- Rutgers 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: _____

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DATES REQUESTED

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

Date(s) _____ Arrival Time _____ Show Time _____ End Time _____

Alternative Date(s):

Date(s) _____ Arrival Time _____ Show Time _____ End Time _____

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

Rehearsal Date(s)

Date(s) _____ Arrival Time _____ Show Time _____ End Time _____

Alternative Rehearsal Date(s):

Date(s) _____ Arrival Time _____ Show Time _____ End Time _____

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: _____

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AUDIO

Will you need audio/musical playback? Yes No

Acoustical sound shell

(typically used for a symphony orchestra) Yes No

Will you need sound reinforcement (vocal/instrument)? Yes No

Standard corded mic #_____

Instrument mic #_____

Wireless hand held mic # _____

Wireless lapel mic #_____

Direct Box #_____

Monitor speakers #_____

iPod/MP3 connection

CD Player

Other _____

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

For Stage and Lighting do you need:

Simple wash, general area light.

Podium special with area light for a lecture.

Two color wash with few specials.

Follow Spot

Side light booms

Concert style light with general areas and saturated color washes.

Intelligent lights

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 event (lectures, meeting 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

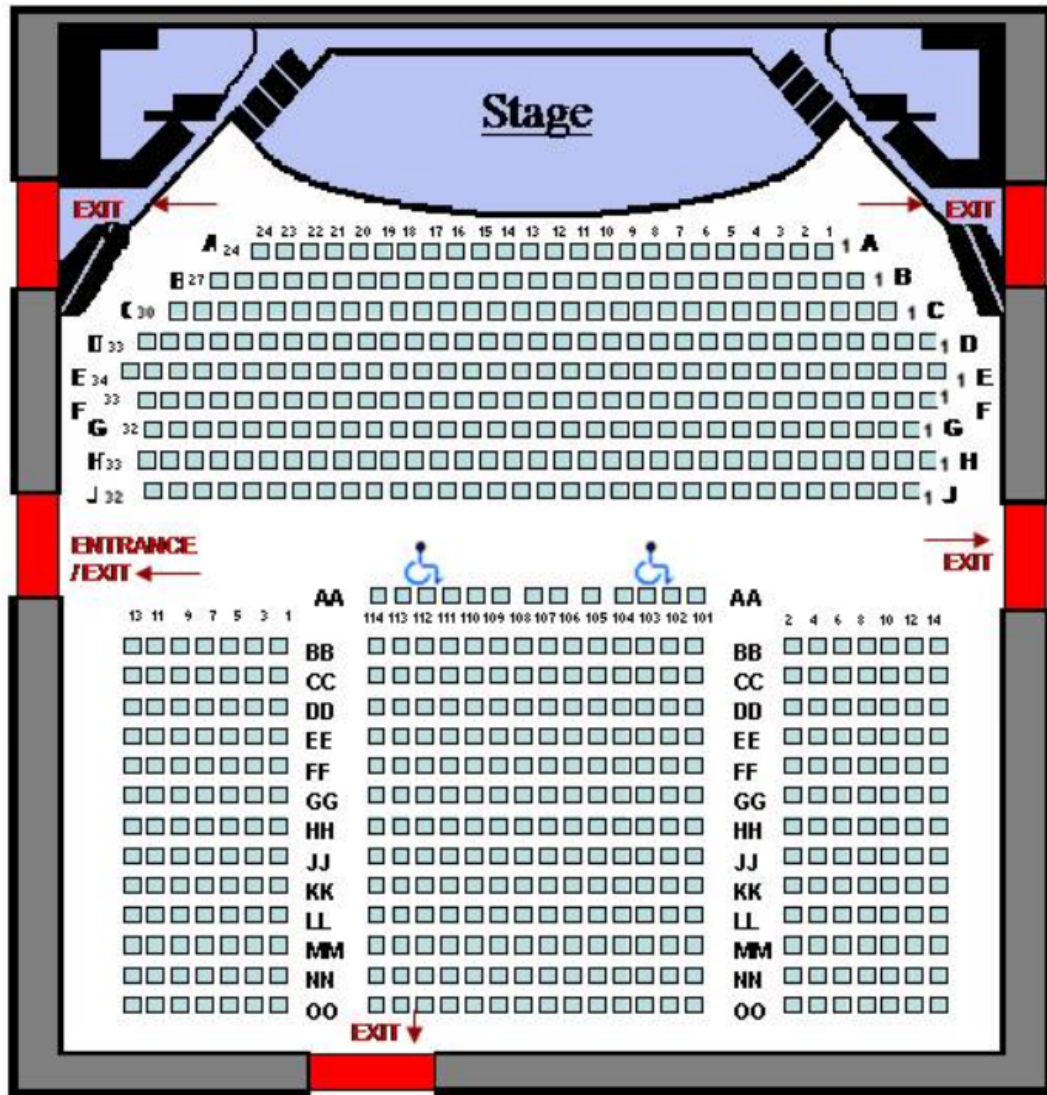
cell (856) 979-9624, office (856) 225-6303

The current technical specifications for the Gordon Theater and Black Box Studio are available online:

<http://events.camden.rutgers.edu/gordon-theater>

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:  Row AA seating is non-available for Handicap seating

*Images are not to scale