



FACILITY USE APPLICATION

1. Name of Event: \_\_\_\_\_

2. Sponsor/Producer: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Facsimile: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

4. Technical Director/Coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

5. Inclusive Performance Dates Requested in the Theater

First Choice: \_\_\_\_\_ Curtain Time: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Curtain Time: \_\_\_\_\_

6. Rehearsals:

Dates Requested: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

7. Length of Program: \_\_\_\_\_ Minutes

Length of Intermission: \_\_\_\_\_ Minutes

8. Total Number of Performances: \_\_\_\_\_

9. Ticket Price(s): \_\_\_\_\_

TYPE OF EVENT

- [ ] Dance
[ ] Music
[ ] Drama
[ ] Film
[ ] Variety Show
[ ] Other (specify)

a) Seating Structure

[ ] General Admission [ ] Reserved

b) Anticipated Audience Size

[ ] 100 or less [ ] more than 100

c) Seating Configuration

[ ] Traditional rows [ ] Curved [ ] In the Round

d) Ticket Printing

[ ] Yes [ ] No

c) Ticket Sales

[ ] Box Office [ ] Online [ ] Other

Concessions

[ ] Yes [ ] No

10. Lighting/Rigging/Set:

[ ] requesting special rigging [ ] additional lighting/other to be hung [ ]

Size/specs of set: \_\_\_\_\_

11. Requesting technical staff? [ ] Yes [ ] No

If yes, what technical staff is being requested (lighting/sound technician, stage manager, front of house, other)? \_\_\_\_\_.

12. Additional special events: request for opening reception, gathering, etc? [ ] Yes [ ] No.  
If so, when? \_\_\_\_\_.

**13. Client History**

a) Non-Profit Corporation: [ ] Yes [ ] No

If Yes, does organization have an IRS determination letter for tax-exempt status? [ ] Yes [ ] No

Please attach a copy of your organization's tax-exempt status from the Internal Revenue Service.

b) Prior Events Produced (please include promotional brochures and reviews, if any)

Date \_\_\_\_\_ Event \_\_\_\_\_ Place \_\_\_\_\_

Date \_\_\_\_\_ Event \_\_\_\_\_ Place \_\_\_\_\_

c) Personal Reference:

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

**14. Liability Insurance.** Mandatory for all performances at Inner-City Arts Rosenthal Theater. Please provide proof of Single Limit Public Liability Insurance in the form of a Certificate of Insurance in the amount of One Million Dollars (\$1,000,000.00). This certificate must state "Inner-City Arts Rosenthal Theater is named as additional insured with respects to your "(name of show)" on (show date)".

**15. Workman's Compensation Insurance** for persons deemed necessary by you for the successful completion of your performance is not the responsibility of Inner-City Arts. You will be responsible to provide a certificate of insurance indicating proper Workman's Compensation coverage for all persons required by you for your event.

**16. Financial Information**

a) Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_ Telephone \_\_\_\_\_

b) Name of Account Holder \_\_\_\_\_

c) Type of Account: [ ] Checking [ ] Savings [ ] Other

Account Number(s) \_\_\_\_\_

**Credit Authorization**

Applicant authorizes Bank to release information regarding the credit worthiness record and standing of the applicant to guarantors, other creditors, and to credit bureaus, consumer reporting agencies and other credit reporters.

I hereby certify that all statements in this application are true and complete and are made for the purpose of obtaining credit. I authorize you to obtain such information as you may require concerning the statements herein and agree the application shall remain your property. I acknowledge my responsibility under Section 17788.21 of California Civil Code to inform you of any change in my name, address or employment within a reasonable time.

**\*\*\*\*\* NOTICE \*\*\*\*\***

Completion of this application does not constitute a confirmed Theatre reservation. Only after a Use and Rental Contract has been executed and a deposit received can a rental request be considered a confirmed reservation.

**RETURN TO:**

**Inner-City Arts • 720 Kohler Street • Los Angeles, CA 90021 or fax to (213) 627-6469.**

Name of person completing this form: \_\_\_\_\_

Title/Affiliation: \_\_\_\_\_ Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

STATUS: \_\_\_\_\_ CONFIRMED DATE: \_\_\_\_\_ FILE NO.: \_\_\_\_\_

CONFIRMED TIME: \_\_\_\_\_ RATE: \_\_\_\_\_ (Commercial • Non profit • Resident)

\_\_\_\_\_

To: Facilities \_\_\_ Programs \_\_\_ President & CEO \_\_\_ FOH \_\_\_ BO \_\_\_