



EMPRESS THEATRE

PO Box 1767, Vallejo, California 94590
707-552-2400 Phone, 707-552-5878 Fax
www.empresstheatre.org

RENTAL QUESTIONNAIRE

Event or Artist Name	Performance Dates	Performance Times

Event Type & Description

Renting Organization, Group or Person

Renting Organization Phone

Renting Organization's Address

Production Manager/Production Contact This is the person with the authority to make decisions and the responsibility for planning your event

Production Contact Name	Production Contact's Fax
Phone	Best time to call
Alternate Phone (Type?)	Email

Please all answer questions completely. This will enable us to complete your contract, avoid delays, and allow our staff to prepare for your event efficiently. If you have questions about the information in this Questionnaire, please feel free to contact our rental manager or technical director at the phone or address listed above.

LIGHTING: Describe the lighting needs of your event. For instance, a general stage wash, color washes, specials, pattern gobos, followspots, etc. Will you be using the House Rep Lighting Plot or designing your own?

SOUND: Our house system includes a full line of Meyer Concert Series Main speakers, front fills and balcony time-delayed fills. We have a 16-channel mixer with 6 auxiliary sends for monitor mixes, a variety of wired and wireless mics and stands, and CD playback. Please describe what your mic and sound needs will be.

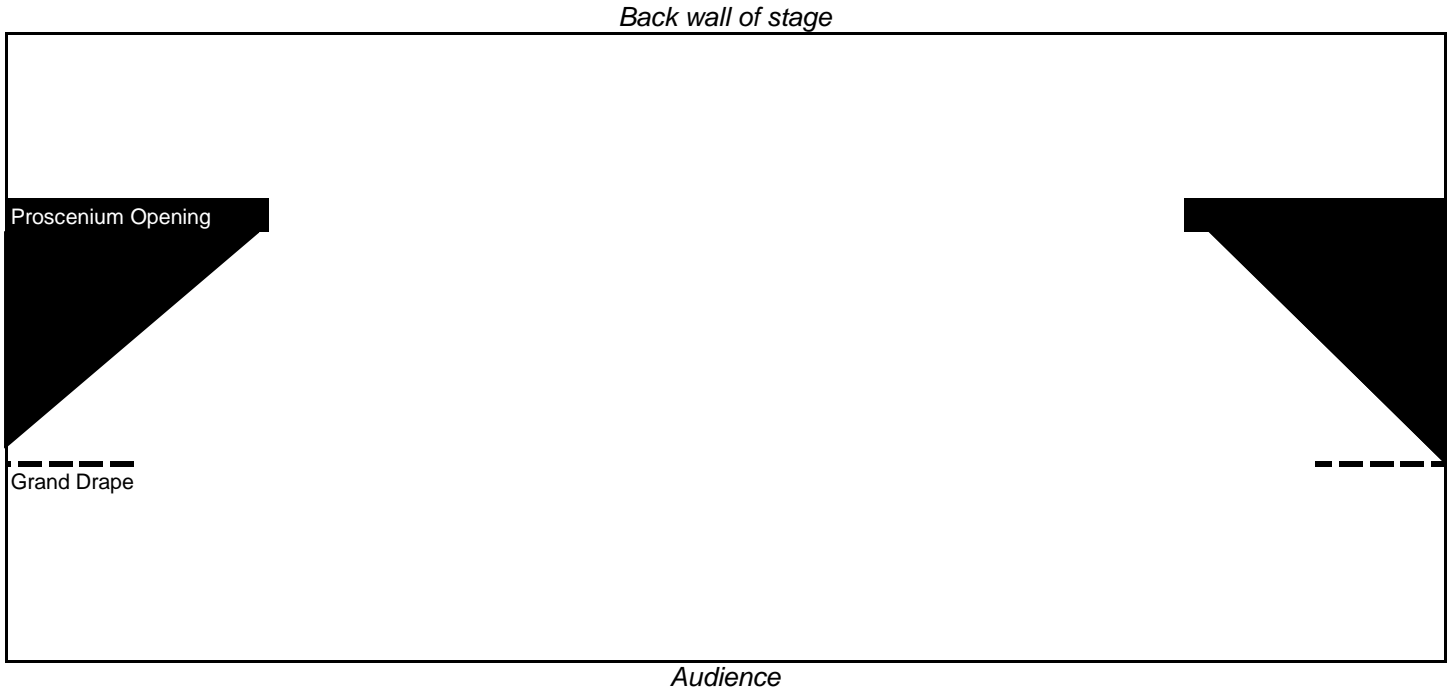
FLY SPACE & SCENERY: The Empress has limited fly space. Please describe your stage scenery, any hanging goods and any signs or banners you will need to have hung on stage. Anything hanging above the stage is subject to the approval of our technicians for safety and proper rigging.

CURTAINS: Our stage is equipped with the following curtains. Which do you plan to use? A red main curtain (called "the grand"), a mid-stage black traveler, an upstage black traveler, an opaque white cyclorama. Which will you use?

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CREW: Each of the following jobs requires at least one technician: Sound operator, on stage or back stage mic changes, lighting operator, followspot operator (or two if using both spots), stage manager, deckhand to change scenery or pull curtains, truck unloading or loading. Indicate how many technicians your event will need and the job each will do.

STAGE DIAGRAM: Imagine that the space below is a bird's-eye view of the stage. Please draw in the set-up for your event. Feel free to attach additional pages if there is more than one set-up for your event.



Use the space below if you'd like to explain anything about your drawing above.

FURNITURE: List any of the theater's portable stage furniture that you will use for your event. Tables, chairs, music stands, speaker's podium.

RENTER'S EQUIPMENT: Indicate here items you will be bringing into the theater to use for your event, such as scenery, props, costumes, backdrops, signage, decorations, musical instruments, displays and equipment. Indicate where each will be used (stage, lobby, etc.) *It is renter's responsibility to arrange for drop off or load-in of these items during your event's rental period. Early load-in or drop off will incur additional fees, as will items left after your event.*

Please Note: Use of candles or any other open flame is not permitted under any circumstances. Some decorative items are also prohibited. Please read the Empress Theatre Rental Policies for more information.

STAGE CONFIGURATION: The Empress Theatre stage can be configured in three different ways and with or without stairs from the auditorium onto the stage. The standard configuration is with the stage 28' deep and no orchestra pit. It can also be configured 20' deep with an orchestra pit (no stairs are possible to the stage from the audience in this configuration) or 20' deep without an orchestra pit (stairs to stage from auditorium are possible). Shortly, it will also be possible to configure the stage 48' deep with no orchestra pit which would mean a loss of the first two rows of seating. Any configuration other than the standard will incur significant additional labor costs. Which will you use?

REMOVABLE SEATING: The first three rows of theater seats are removable. This allows level open space in front of the stage for mixing and mingling, cabaret tables or other uses. Please be aware that the theater's main handicapped seating is contained in these rows and their full removal may not be possible for some events. Will you remove any rows and if so, how will the space otherwise be used? What is your plan for disabled patron seating?

ELECTRICAL NEEDS: Please list all items, besides Empress Theatre equipment, that you will need power for. Please list where each piece of equipment needing electricity will be used (stage, lobby, auditorium, etc.). Also list any special electrical needs (example: "30 amps, 3-phase for laser lighting units" etc)

PROJECTION EQUIPMENT: Will you be using the theater's 35mm projection equipment for your event? The screen?

CATERING: Will your event be catered? For attendees or only backstage for performers? Give caterer name/phone.

NUMBER OF PERFORMERS:

ANTICIPATED NUMBER OF ATTENDEES OR PATRONS:

WILL YOUR EVENT TAKE AN INTERMISSION?

YES

NO

MAY OUR CONCESSION STAND BE OPEN?

YES

NO

MAY WE SERVE BEER / WINE?

YES

NO

WILL YOUR ARTIST(S) SELL MERCHANDISE?

YES

NO

MAY WE PUBLICIZE YOUR EVENT?*

YES

NO

If YES, include sales blurb below:

*While we may include your event in our ads or PR, we are under no obligation to do so. See Rental Policies for more on event PR opportunities.

PHONE/FAX/INTERNET: The Empress generally does not allow use of its computers, phone, fax or internet services. Some touring artists or productions will need and require an onsite production office with these capabilities. We can provide these services in the greenroom for your event for an additional charge. Will you need these services?

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OTHER EVENT NEEDS OR INFORMATION: Please use the space below to describe any other aspect or need for your event that has not already been covered above. Please be specific. This form is used to estimate the total cost for your event and to create your Rental Contract.

EVENT PRODUCTION SCHEDULE: Please complete the Production Schedule on the following page as a part of this questionnaire. It will be used to estimate your rental and labor costs as well as to plan for your event.

I have read the Empress Theatre Rental Policies, and have filled out this form as accurately as current information will allow. I understand that my statements here will become a part of my Rental Contract and will be factored into my event cost estimate. This information may be amended from time to time in writing, however I understand that such changes are subject to the terms of the Rental Policies and may come with additional costs not originally presented in my event cost estimate. I understand that I will be charged for all services I contract for in this document as well as any additional services or labor that I use.

Signature

Printed Name/Title

Date

