

**RENTAL INQUIRY FORM (PERFORMING ARTS)**

**COMPANY CONTACT INFORMATION**

Name of Company:	
Company Contact:	
Mailing Address:	
Phone Number:	
Email:	

**EVENT DESCRIPTION**

Name of Performance:	
Brief Description:	
Genre:	<i>Dance, recital, musical, concert, theatre play, etc.</i>
Length of Show & What time does it start?	<i>Please indicate your running time INCLUDING intermission if applicable</i>

**EVENT TIMES: YOU CAN ALSO SUBMIT/ATTACH A PRODUCTION SCHEDULE IF NEEDED**

Date(s) Requested:							
Description of Work (indicate rehearsal, tech, performances and times):							

**PROGRAM NOTES:**

Is there an Introduction?	<i>Please indicate length of introduction (5min, 10min, etc)</i>
Are there any other special presentations?	<i>Please indicate length of presentations</i>
Is there a Q&A following the performance?	<i>Please indicate length of Q&amp;A and format (panel, moderator, single speaker, etc)</i>
Do you intend on having a pre or post show reception?	<i>Please provide as much detail as possible if you are planning a reception including start and end time, food, drink, ideal location, etc.</i>
Cast Notes:	<i>Please indicate how large the cast is, band members, etc. Please also note any other guests, such as an emcee/host, etc.</i>

**TECHNICAL REQUIREMENTS: STAGE DIMENSIONS AND HOUSE PLOTS AVAILABLE ONLINE OR BY REQUEST. PLEASE ATTACH SET DRAWINGS, INPUT LISTS OR LIGHTING PLOTS IF DESIRED.**

Lighting Needs:	<i>Specials, house plot, own design, etc.</i>
Video Projection:	<i>Video effect, film use or format, subtitles, etc.</i>
Set Description:	<i>Please use as much detail as possible outlining set pieces and staging including size and set up</i>
Sound Needs:	<i>Microphones, in house system, sound console, floor mics, preshow music, sound effects, etc.</i>
Set Up Time:	<i>Please indicate how much time you require for load in, set up and rehearsal for the day(s) requested</i>

**ADDITIONAL INFORMATION:**

How did you hear about the AI Green Theatre venue?	<i>Newspaper Ad, Word of Mouth, Google search, AI Green website, etc.</i>
What is your primary audience demographic?	<i>This will help give us ideas in regards to cross promoting your event here at the Miles Nadal Jewish Community Centre</i>

Please complete entire form in detail and submit to: [michellea@mnjcc.org](mailto:michellea@mnjcc.org). For more information, please call 416-924-6211 x 269 or visit: [www.algreentheatre.ca](http://www.algreentheatre.ca)