

# APPLICATION TO RENT THE BROAD CENTER FOR THE PERFORMING ARTS

NAME OF ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

DESCRIBE EVENT FULLY \_\_\_\_\_

NUMBER OF PERSONS IN CAST \_\_\_\_\_ ESTIMATED ATTENDANCE PER SHOW \_\_\_\_\_ (979 MAX)

## PROSPECTIVE PRODUCTION SCHEDULE

**LOAD-IN** (BRINGING IN AND SETTING UP SCENERY, DECORATIONS, PROPERTIES, COSTUMES, SPECIAL LIGHTING OR SOUND)

DATE	NOTES	ARRIVAL TIME	START TIME	STOP TIME	TOTAL HOURS

## REHEARSALS

DATE	YOUR ARRIVAL	CAST ARRIVAL	START TIME	STOP TIME	TOTAL HOURS

## PERFORMANCES

DATE	ARRIVAL TIME	OPEN HOUSE	CURTAIN UP	STOP TIME	TOTAL HOURS

**STRIKE AND LOAD OUT** (TEARING DOWN AND REMOVING SCENERY AND RESTORING THE STAGE TO NORMAL.)

DATE	NOTES	ARRIVAL TIME	START TIME	STOP TIME	TOTAL HOURS

Please indicate specific space and equipment requirements by completing the checklist:

### AUDITORIUM AREAS

<input type="checkbox"/> APRON ONLY	(Space in front of blue Main Drape)	8'0d x 40'0w
<input type="checkbox"/> FULL STAGE	(Space behind blue Main Drape)	20'0d x 60'0w
<input type="checkbox"/> ORCHESTRA PIT	(Space in front of apron, 4'6" below stage level)	14'0d x 40'0w
<input type="checkbox"/> DRESSING ROOM	(Two available, with showers & restrooms)	
<input type="checkbox"/> TICKET OFFICE IN LOBBY		

### AUDITORIUM EQUIPMENT

- ROYAL BLUE MAIN DRAPE
- BLACK CURTAIN BACKDROP
- CYCLORAMA
- FLY LINES

### AUDIO EQUIPMENT

- PLAYBACK EQUIPMENT IN BOOTH: CD \_\_\_\_\_ Cassette \_\_\_\_\_
- STANDARD MICROPHONES WITH CORDS: How many? \_\_\_\_\_

### FURNITURE

**Please provide diagram**

- TABLES 3'x 8' HOW MANY: on-stage \_\_\_\_\_ in lobby \_\_\_\_\_
- FOLDING CHAIRS HOW MANY: on-stage \_\_\_\_\_ in lobby \_\_\_\_\_
- PODIUM WITH MICROPHONE
- UPRIGHT PIANO IN PIT

### OPTIONAL SERVICES

The following services may be arranged, but ARE NOT included in the standard rental rate. For further information, please contact FERNANDO LONDONO, Technical Director, at 305-899-4584.

- SPECIAL SCENERY/LIGHTING/SOUND DESIGN
- MARLEY DANCE FLOOR
- TABLE SKIRTING HOW MANY: \_\_\_\_\_
- FOLLOW-SPOTS with operators
- ADDITIONAL DRESSING ROOM SPACE
- SOUND RECORDING
- CATERING

#### 1.) **BARRY UNIVERSITY DOES NOT PROVIDE THE FOLLOWING EQUIPMENT:**

Blacklights, strobelights, mirror-balls, smoke machines, extension cords, color filters, video equipment, stage props, construction tools or supplies, sewing machines, costumes, ironing boards, audio or video tapes, stage make-up, or ushers.

#### 2.) **IF CONCESSIONS ARE TO BE SOLD, USHERS MUST BE PROVIDED TO KEEP ALL FOOD & DRINK OUT OF THE AUDITORIUM.**

#### 3.) **PLEASE RETURN YOUR COMPLETED APPLICATION, SIGNED CONTRACT, AND A CHECK FOR \$200.00 TO:** Conference & Event Services, BARRY UNIVERSITY, 11300 NE 2<sup>nd</sup> Avenue, Miami Shores, FL 33161.