



116 East 3rd Street
Jamestown, NY 14701
Box Office: 716-484-7070
Main Office: 716-664-2465
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Technical and Facilities Agreement

Reservations for use of the facilities at the Reg Lenna Center for the Arts (RLCFA) are not confirmed until this agreement is signed by and distributed to all concerned parties.

Separate Ticketing Services Agreement and Lease Agreement required.

Activities requested with less than four weeks' notice may be refused.

PLEASE PRINT USING BLUE OR BLACK INK

Facilities at RLCFA will be furnished to:

User: _____

Contact Name: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Cellphone: _____ Fax: _____

Request Submitted by: _____

EVENT INFORMATION:

Event Title: _____

Event Date: _____ Date Submitted: _____

Description: _____

Doors Open: _____ Event Start Time(s): _____

Event End: _____ Load-In Date(s)/Time: _____

Notes: _____

REQUESTED LOCATION(S): Please check **all** areas intended for use during your event.

- | | | |
|--|--|---|
| <input type="checkbox"/> Reg Lenna Main Theater | <input type="checkbox"/> Reg Lenna Theater Main Lobby | |
| <input type="checkbox"/> Julian Wright Conference Room | <input type="checkbox"/> 3 rd on 3 rd Gallery | <input type="checkbox"/> Studio Theater |
| <input type="checkbox"/> Green Room | <input type="checkbox"/> Quick Change Dressing Room (on main stage left) | |
| <input type="checkbox"/> Large Dressing Room(s) – <i>Two available</i> | <input type="checkbox"/> Small Dressing Room(s) – <i>Two available</i> | |

Other: _____

REHEARSALS, LIGHT/SOUND CHECK Date(s) w/ Start and End Times:

Strike Date(s) & Times: _____

Presenters and Participants (#): _____ Estimated Attendance (#): _____

Are you planning an event reception/meet and greet? YES NO

If yes, please provide details:

EQUIPMENT NEEDS:

- Conductor’s Podium & Stand Chairs: (#_____)
- Music Stands: (#_____) Tables: (#_____)
- Intercom: (#_____) Stools: (#_____)
- Microphone(s) (Qty. & Type(s)) _____
- Lectern Steinway Grand Piano (*Tuning Fee Additional*)
- Video Projection NEC Cinema Projector (*Projection Booth*)
- Large Movie Screen Rear Projection Screen
- Other: _____

STAGE LIGHTING:

- General Concert Wash Special Lighting Follow Spots – *Two Avail.*
- Other: _____

CURTAINS, SOFT GOODS & RIGGING:

Is there Equipment or Soft Goods that need to be hung, flown or stored? Yes No

Details: _____

Will you need scenery or furniture moved on stage? Yes No

Describe: _____

SPECIAL REQUESTS:

RECORDING & ARCHIVAL:

Will the event be recorded? Yes (*Extra labor charge may apply*) No

If yes: Audio Video Webcast Other

Events that are recorded for commercial purposes are subject to additional fees. Those that are for archival purposes have no additional fees.

MERCHANDISE:

Will you be selling merchandise YES NO

RLCA policy stipulates **20%** of sales will be charged any user for merchandise sold at an event if we supply the sellers. The charge will be **15%** if user provides sellers. Up to two tables and chairs will be provided users for merchandise sales free of charge if requested.

CONCESSIONS:

Would you like concessions to be open? YES NO

Do you approve the sale of beer and wine by the RLCA for this event? YES NO

The RLCA operates all concession sales for main theater rentals and retains all monies raised through said sales.

If available, please attach technical rider or any other pertinent information (i.e. Stage Plot, Lighting Plot/Requirements, Hospitality Requirements) before returning this form to the RLCA.

A preliminary estimate of labor charges, where applicable, will be supplied upon review of information contained therein.

I, have fully read and completed the Technical and Facilities request form to the best of my knowledge. I understand that the requested equipment and space is subject to approval by Technical Director. I also understand that the labor quote to follow is only an estimate of labor costs based on this document and that actual costs at the conclusions of my event may differ from the estimated labor.

Lessee (Print): _____

Signature: _____

Date: _____

For RLCA Use Only

Estimated Labor Charges: \$ _____

Date: _____

Reviewed by: _____

Date: _____

(Technical Director)

Approved by: _____

Date: _____

(Executive Director)