

Please complete this form in its entirety and return it via e-mail , or postal mail:

e-mail rentals@kelly-strayhorn.org
mail Kelly Strayhorn Theater
Attn: Rentals
Administrative Office
5530 Penn Ave
Pittsburgh, PA 15206

The information you provide in this application is used strictly to determine an appropriate price quote. If the details of your request change, the quotation will be adjusted to reflect the modifications.

PLEASE NOTE: ANY REQUESTS FOR SPACES, DATES, HOURS, AND SERVICES SHALL **NOT BE DEEMED CONFIRMED UNLESS A CONTRACT AND INVOICE ARE ISSUED AND SIGNED BY BOTH PARTIES, AND A NON-REFUNDABLE DEPOSIT HAS BEEN SUBMITTED. THIS APPLICATION DOES NOT SUGGEST ANY FORMAL AGREEMENT.**

Questions? Please call 412.363.3000

Subsidized Producing Partner (Lessee) Information

COMPANY/ORGANIZATION

Legal Name _____

Mailing Address _____

Website _____

Federal ID Number _____

ARE YOU A 501 (c)(3)? NO YES (documentation req'd)

DO YOU HAVE LIABILITY INSURANCE? NO YES (documentation req'd)

CONTACT PERSON

Name & Title _____

Phone _____

E-Mail _____

Lease Application, cont.

VENUE OF INTEREST

— **Kelly Strayhorn Theater**
5941 Penn Avenue
Pittsburgh PA 15026

— **The Alloy Studios: Studio I**
5530 Penn Avenue
Pittsburgh PA 15206

— **The Alloy Studios: Studio II**
5530 Penn Avenue
Pittsburgh PA 15206

EVENT TITLE + DESCRIPTION

→ Please be as specific as possible

PREFERRED DATES

→ Dates will not be held until a contract is issued and a deposit payment is received

Option 1: _____

Option 2: _____

Option 3: _____

ABOUT THE EVENT

→ Check all that apply

Performance (dance, concert, play, musical)

Conference/Lecture

Film/Video Screening

Other (describe) _____

Total No. of Performers _____

Anticipated Attendance _____

Open to the public? NO YES

Lease Application , cont.

SCHEDULE

→ To help us create an accurate budget for your special event, please estimate the number of hours you will be using the space, including rehearsals, set-up, and other time requirements.

Event Date(s) _____ Include all times and activities planned, including rehearsals and preshow/postshow.

First Event Worker arrives _____ AM/PM

Load-In/Setup Begins _____ AM/PM

Rehearsal/Sound Check Begins _____ AM/PM

Rehearsal/Sound Check Ends _____ AM/PM

Lobby/Box Office Opens
(1 hour before event) _____ AM/PM

Event Begins _____ AM/PM

Intermission Yes No _____ If YES, how long is the intermission?

Event Ends _____ AM/PM

Load-Out Begins _____ AM/PM

Load-Out Ends _____ AM/PM

Last Event Worker Leaves _____ AM/PM

Number of Rehearsal Hours _____

Total Hours in Theater _____ If event is to run on multiple days, include each performance in your calculation.

EQUIPMENT OPTIONS

→ Please check all that apply. Additional costs are noted

Screen/Projection \$150 Piano \$130 (includes tuning) Harlequin Dance Floor \$100

Sound Equipment

Basic: Conference-level microphone and PA system

Premium: Production/concert quality microphones. Supports multiple persons, instruments, and other inputs