



ANNENBERG CENTER for the **PERFORMING ARTS**

UNIVERSITY of PENNSYLVANIA

RENTAL EVENT QUESTIONNAIRE

This application is intended to provide initial information of the needs of potential clients of the Annenberg Center for the Performing Arts. This application must be submitted for your rental to be considered. A final commitment to use Annenberg Center facilities is not made until a Rental Agreement has been issued by the Annenberg Center, signed by the client and returned with the event deposit as specified in the Rental Agreement. Thank you for your patience as we evaluate your questionnaire. Please expect a response within 48 hours between Monday through Friday.

REQUESTED VENUE/FACILITY:

Harold J. Zellerbach Theatre (936 seats)

Harold Prince Theatre (217-239 seats)

Bruce Montgomery Theatre (115 seats)

Main Lobby (3,000 sq. ft.)

Studio Lobby (1,360 sq. ft.)

Prince Lobby (514 sq. ft.)

Outdoor Plaza

Rehearsal Rooms:

Room 511 (1,720 sq. ft.)

Room 221 (1512 sq. ft.)

Room 209 (551 sq. ft.)

TODAY'S DATE:

ORGANIZATION:

Address:

Phone:

Website:

Email:

PLEASE CHECK A BOX THAT CORRESPONDS WITH YOUR AFFILIATION:

Non-Profit

Private/Profit

Penn Entities

Undergraduate Student Groups

PLEASE CHECK A BOX THAT CORRESPONDS WITH YOUR EVENT BUDGET RANGE:

<\$2K

\$2K-5K

\$5K-\$15K

\$15K-\$30K

\$30K+

PRIMARY CONTACTS FOR ORGANIZATION AND EVENT:

Name:

Cell Phone:

Position:

E-mail:

Phone #1:

EVENT DATE(S) AND TIMES REQUESTED:

NAME OF EVENT:

EXPECTED NUMBER OF ATTENDEES:

TYPE OF EVENT (Choose one):

- | | | | |
|---------------|------------------|----------------|-----------------------------|
| Theater | Dance | Public Speaker | Music / Orchestra / Concert |
| Private Party | Film/Photo Shoot | Screening | Other |

Please give a detailed description of the event you are planning:

ACCESS TIME (Please be as specific as possible, including all preparations, event, and removal time that you need.)

Client Arrival Time:

Event Times:

Start/Curtain Time:

Expected End Time:

Please give a detailed timeline for the EVENT (timeline is required before rental costs can be quoted):

Will you have receptions before or after the event?

If yes, will it be for the entire audience or private?

Is your event only for Penn students and staff, or is it open to the general public?

Will your event be ticketed, or will the audience pre-register and check in?

Additional Facilities, Catering, Valet, or Security Services: Please describe any additional facilities, catering, valet, or other services that your event will require.

Specific Technical Needs: Please describe any specific technical needs that your event will require. Please include the following needs: *lectern with microphone, lavalier(s), Q & A microphones, and projection for PowerPoint or video.*

- Do you have a technical rider available?
- Will this event be video recorded? *(The Annenberg Center does not offer this service; additional fees will apply.)*

Is there any other information about your event that you can share with me at this time?

SUBMIT TO: AC-Events@upenn.edu