

Berrie Center Rental Information Sheet

Please return by fax to 201-684-7097

or by mail to Deborah Spina, Office of College Events and Conferences, 505 Ramapo Valley Road, Mahwah, NJ 07430

Event Name: _____ Date: _____ Time: _____ Location: Sharp Adler Rehearsal Space

Organization: _____

Contact Person: _____ Position: _____

Contact Numbers: _____ Contact Email: _____

Type of Event: Theatre () Music () Dance () Lecture () Movie () Meeting ()

Overview of program: Please describe your event, including a **schedule breakdown**. Please be as specific and detailed as possible.

Anticipated number of attendees: _____

Number of performers: _____

Additional Space: (For rehearsal, reception, group dressing rooms, etc.)

Depth of Stage needed: (from front of stage) 24 feet (black backdrop) () 35 feet (backlit cyclorama with scrim in front) ()

Podium: No () Yes () If Yes, with wired or wireless microphone? _____

Piano: No () Grand () Upright () *Please see Note 7 regarding piano tunings.

On Stage/Backstage Chairs: Blue () (number) _____ Wood () _____ Stools () _____

On Stage/Backstage Tables (number and placement) _____

Dressing Rooms (capable of holding 25 total): Women's: _____ Men's: _____

Marley Floor: No () Yes () *Please note that there may be an additional labor expense for the use of dance floor.

Please list all additional scenery (including drapes and soft goods) that you will be bringing:

If you have questions about how to fill out this form, please contact Jason at 201-684-7283 or Luc at 201-684-7286.

For Front of House concerns, please address your questions to Edouard at 201-684-7341.

Based on this form, we will determine the personnel and equipment requirements for your event. Please understand that this form reflects your needs and not necessarily the availability of equipment or personnel. **Please remember that until we are able to confirm that we can accommodate your needs as indicated on this form, your reservation is tentative.**

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Audio:

Playback needed: CD () Minidisk () Other () _____

Stage Monitors: No () Yes () Placement _____

Please note that we have four monitors on two mixes.

Live Music: Instrument Acoustic Self-Amplified Mic'd (type preferred)
(please list all)

Sound Notes:

Audio/Visual: Slide () VHS () DVD () Power Point () Other () _____

Audio from projected presentation: No () Yes () Control Location: Booth () Side of Stage () On Stage ()

For Computer-driven projections do you require: Mac () PC () No Preference ()

Lighting:

Follow Spot: No () Yes (please circle) 1 or 2 (extra crew required for follow spots)

Would you like to discuss lighting design services for your event? (*Please see Note 9.) _____

Please list any special requirements you have of lighting, outside the general lighting provided by the Repertory Plot:

*Please see Note 9.

Crew:

Please list the number of people that you feel you need us to provide for each given space:

Stage Left: _____ **Stage Right:** _____ **Fly:** _____ **Wardrobe:** _____

Please describe any special needs that you have of crew (example: specific stage manager / prop person / runner / etc...)

Front of House: () Assigned Seating (4 ushers minimum) () Open Seating (3 ushers minimum)

Will you require stairs from the stage into the house? No () Yes ()

(Please note that use of the stairs requires restricting use of the front row and the loss of ten to twelve seats.)

Do you require tables and chairs in the lobby? No () Yes () If Yes, number of tables (limit 4): _____

Number of Chairs (limit 8): _____

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Notes:

1. There are 338 seats in the Sharp Theater, three of which are customarily reserved for handicap seating (Row N). Use of stairs from the stage to the house or holding of seats for performers will reduce this number. Due to Fire Code, we cannot add additional seats under any circumstances.
 2. Renters are required to obtain their tickets in advance from the Berrie Center Box Office for the fee set forth by the Office of College Events and Conferences. Please provide a copy of a past ticket or the information you would like on your tickets in a timely manner.
 3. Food and beverage are not allowed into the theater at any time. If you choose to sell concessions in the lobby, please make sure your patrons are aware of this restriction.
 4. Any concessions or merchandise sales must be set up on no more than 3 six foot tables along the wall in the lobby. A fourth table can be made available for walk-up ticket sales or program distribution. All lobby setups must meet with the approval of the Front of House Manager.
 5. Ushers will be kept to the minimum provided that your group can provide volunteers to assist the ushers with ticket-taking and program distribution. Volunteers must be present one hour prior to curtain time.
 6. The stage must be clear and preset thirty minutes prior to the advertised curtain time to allow the house to open and audience seating. If there are two performances, there must be a minimum of ninety minutes between the estimated end of the first performance and the start time of the second to allow the crew to reset and the ushers and housekeeping to tidy the house before the house reopens.
 7. Renters are required to pay the fee set forth by the Office of College Events and Conferences for piano tunings. Requests received within two weeks of the performance date may not be met.
 8. Only the Technical Supervisor and Technicians provided by the college may operate any of the theaters' rigging, lighting, or audio systems. The Technical Supervisor must approve all scenery provided by the renter before it is installed. Construction and rigging must meet safety standards, and soft goods must come with a Flame Certificate.
 9. Our repertory light plot is large and flexible. We have also provided a number of specials which may be focused and colored to meet your needs. All requests for color and templates must be made at least two weeks prior to your performance date. If we do not have what you want in stock, we can offer an alternative or acquire what you want at your expense. Please note that we provide a lighting technician, not a lighting designer. With advance notice and at an additional cost, the college may be able to arrange for design services. Please notify the Office of College Events and Conferences if interested.
 10. The technical crew will arrive at the designated time. No one may be in the theater in advance of the arrival of the Technical Supervisor.
 11. Please note that all crew must be given adequate breaks – 10 minutes every two hours and appropriate meal breaks. Any variation from this policy is at the **sole discretion of the Technical Supervisor** and may require additional labor expense.
 12. **Final labor needs will be determined by the Technical Supervisor and the Front of House Manager based on the needs you have listed and their experience running the theater. The primary concern is providing top-notch service to your event.**
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User's Signature: _____

Date: _____

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