



## SPACE RESERVATION AND REQUEST FORM

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Contact Information on This Form Will Be Utilized by the Morton Theatre Staff to Keep in Contact With The Presenter. Your Entries Will Be Used to Determine Space Availability and to Assess Rental Needs and the Event Estimate.

DATE THE MORTON THEATRE WAS CONTACTED: \_\_\_\_\_

TO WHOM AT THE MORTON THEATRE: \_\_\_\_\_

BY WHOM WITH YOUR ORGANIZATION: \_\_\_\_\_

PRESENTING ORGANIZATION: \_\_\_\_\_

PRIMARY CONTACT PERSON (If different from above) \_\_\_\_\_

TITLE: (I.E., Director, Program Manager, President, Coordinator, etc.): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NO.#: (\_\_\_\_\_) \_\_\_\_\_ FAX NO.#: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE(S) REQUESTED (include rehearsals and performances): \_\_\_\_\_

ALTERNATE DATE(S): \_\_\_\_\_

TIMES REQUESTED (include times for set-up, rehearsals and performances): \_\_\_\_\_

TYPE OF EVENT (play, dance, concert, etc.) \_\_\_\_\_

EVENT LENGTH \_\_\_\_\_

PRESENTER TYPE: STANDARD \_\_\_\_\_ NON-PROFIT \_\_\_\_\_ (with proof of IRS 501(c)(3) exempt status)

This form (**pages 1 and 2**) as well as **The Public Relations and Promotions Information Form**, must be fully completed by the Presenter. These forms, along with your **\$30 application fee** must be returned to the Morton Theatre Administrative Office in order to officially hold your date.

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Information on this form will be utilized by the Morton Theatre staff to assess rental needs and event estimate.

Please see the Rate Schedule for fees associated with the following space, staffing, and equipment needs.

### ADDITIONAL SPACES

WILL YOU UTILIZE THE FOLLOWING SPACES? (\*Additional Rental Spaces, See Rate Sheet)

- |   |  |
|---|--|
| <input type="checkbox"/> HISTORIC E.D. HARRIS PHARMACY* | <input type="checkbox"/> CHORUS LEVEL DRESSING ROOMS |
| <input type="checkbox"/> CONFERENCE ROOM*               | <input type="checkbox"/> STAR LEVEL DRESSING ROOM    |

### TECHNICAL OVERHIRE

WILL YOU REQUIRE THE MORTON THEATRE TO PROVIDE TECHNICIANS FOR:

Sound \_\_\_\_\_ Lighting \_\_\_\_\_ Stage Managing \_\_\_\_\_

OTHER: \_\_\_\_\_ OTHER: \_\_\_\_\_

The Morton Theatre requires each production to supply at least 2 ushers for each performance or event. If these ushers are not provided, you will be billed for them as "technicians" (See rate sheet).

### EQUIPMENT

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> DLP Projector  | <input type="checkbox"/> Powder Blue Cyc  | <input type="checkbox"/> Mirror Ball   |
| <input type="checkbox"/> 4' x 8' x 16" Platforms<br>How Many? _____ (3 available) | <input type="checkbox"/> Followspots<br>How Many? _____ (3 available)   | <input type="checkbox"/> Wireless Handheld Mic<br>How Many? _____ (3 available)  |
| <input type="checkbox"/> Wireless Body Mic<br>How Many? _____ (2 available)       | <input type="checkbox"/> Upright Piano<br><i>Note: The Upright Piano is located in the orchestra pit and cannot be relocated.</i> | <input type="checkbox"/> Baby Grand Piano<br><i>Note: Rental of the Baby Grand requires approval by Theatre Management</i> |

### BOX OFFICE

SEATING INFORMATION:  RESERVED SEATING  GENERAL ADMISSION  
*The Morton Theatre recommends reserved seating for all high occupancy events.*

THE MORTON THEATRE WILL SERVE AS THE:

- FULL BOX OFFICE *The Morton Prints and Sells Your Event Tickets.*  
 TICKET OUTLET *The Morton Sells Only an Allotment of (up to 100) Presenter-Provided Tickets.*

*Note: Please complete the appropriate Box Office Request form (Full or Outlet) if you are requesting ticket printing and/or sales. The box-office set-up fee applies to both categories of ticket sales. (See Rate Sheet)*

**OR**  NEITHER, Event Ticket Sales/Distribution Will Be Handled Solely by the Presenter.

*Note: Please be sure to list ticket purchase/pick-up locations (including phone number) on the Public Relations and Promotions Form.*