



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.

CONTACT INFORMATION

MORTON STAFF MEMBER CONTACTED: _____

PRESENTING ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PRIMARY CONTACT PERSON: _____

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

TELEPHONE NO. #: (_____) _____ FAX NO. #: (_____) _____

E-MAIL ADDRESS: _____

SECONDARY CONTACT PERSON: _____

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

TELEPHONE NO. #: (_____) _____ FAX NO. #: (_____) _____

E-MAIL ADDRESS: _____

PRODUCTION INFORMATION

SHOWTITLE: _____

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 _____ INTERMISSION? _____

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)

☐ HISTORIC E.D. HARRIS PHARMACY*

☐ CHORUS LEVEL DRESSING ROOMS

☐ CONFERENCE ROOM*

☐ STAR LEVEL DRESSING ROOM (3 available)

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

☐ DLP Projector

☐ Bleached White Cyc

☐ Mirror Ball

☐ 4' x 8' x 16" Platforms

☐ Followspots

☐ Wireless Handheld Mic

How Many? _____ (3 available)

How Many? _____ (3 available)

How Many? _____ (2 available)

☐ Wireless Body Mic

☐ Upright Piano

☐ Baby Grand Piano

How Many? _____ (4 available)

Note: The Upright Piano is located in the orchestra pit and cannot be relocated.

Note: Rental of the Baby Grand requires approval by Theatre Management

☐ Marley Floor

☐ Drum Kit

☐ Cymbals

☐ OTHER: _____

BOX OFFICE

SEATING INFORMATION:

☐ RESERVED SEATING

☐ GENERAL ADMISSION

Note: The Morton Theatre recommends reserved seating for all high occupancy events. General admission seating requires approval by Theatre Management, and is subject to additional fees and/or labor charges for crowd control.

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.