



Theatre Baton Rouge Rental Request

The entire form must be completed and returned for request consideration. You may email this form back to Theatre Baton Rouge or you may send a printed version to:

Theatre Baton Rouge, 7155 Florida Blvd., Baton Rouge, LA, 70806

GENERAL INFORMATION (All fields are required)

Name of your Event _____

Organization Name _____

Are you? (please check one) Non-Profit Organization For-Profit Organization

Contact's Phone No. _____

Contact's E-mail _____

Insurance Policy* _____

*Renter must provide a copy of the insurance policy to the TBR Office with the initial deposit for rental.

Estimated Event Attendance _____ Estimated No. of Workers/Performers _____

DATE(S) OF EVENT

(Please indicate your preference. Please understand all dates are not available due to TBR's own production schedule. Visit www.theatreBR.org for current show schedules.)

1st CHOICE Date _____ Arrival Time _____ Departure Time _____

2nd CHOICE Date _____ Arrival Time _____ Departure Time _____

3rd CHOICE Date _____ Arrival Time _____ Departure Time _____

PLEASE CHECK WHICH OF THE FOLLOWING YOU ARE INTERESTED IN RENTING

(TBR Offices, scene shop and storage rooms are **NOT** for rent and are **UNAVAILABLE** for use during your event.)

MAIN STAGE THEATER

- Theater (327 Max. Capacity)
- Back Stage (50 Max. Capacity)
- Dressing Rooms (36 Max. Capacity)

MAIN STAGE LOBBY (175 Max. Cap. without theater use)

- Lobby
- Social Room
- Lobby Bar

STUDIO THEATER

- Theater (99 Max. Capacity)
- Back Stage (10 Max. Capacity)
- Dressing Rooms (15 Max. Capacity)

STUDIO LOBBY (20 Max. Capacity)

- Lobby
- Main Stage Lobby Bar

TBR is a smoke-free facility. There is NO smoking in the building OR onstage.

FRONT OF HOUSE (All fields are required)

What is the purpose of your event? _____

TICKET HANDLING

Does your event require tickets? Yes No

Who will be handling ticket sales? Theatre Baton Rouge

(There is 15% charge of gross ticket sales as well as a charge for Box Office Personnel at \$10/hour)

Other *(Please provide the following information)*

Ticket Provider _____

Phone No. _____ Cost per Ticket _____

DECORATIONS

Will your event have decorations? Yes No

*(TBR furniture and decorations can only be moved with prior approval. **NO** decoration or advertisement can be put on the exterior of the building at any time.)*

Please indicate all areas being decorated: Main Stage Theater Main Stage Lobby Social Room Bar
 Studio Theater Studio Lobby

Who is providing decor? _____

Time delivered _____ Time picked up _____

FOOD/CATERING

Will your event have food or catering? Yes No

*(**NO** food or drink is allowed in either theater nor any dressing room at any time Food can **only** be served in the Social Room)*

Please indicate type of food served: Finger Foods Meal Desserts

Who is providing food? _____

ALCOHOL

Will your event serve alcohol? Yes No

TBR will provide a cash bar and bartender for **\$65/Event**

TBR requires that you use one of our state-certified bartenders to maintain security and to check for underage drinkers.

We will check IDs and reserve the right to refuse alcohol to minors or those we believe are intoxicated already.

You may supply your own liquor, but you are required to have a valid liquor license. If so, you may keep all the profits. If TBR supplies the liquor, all profits from the bar are kept by TBR. However, in either case, the bar must be staffed by one of our bartenders.

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PRODUCTION (All fields are required)

What type of production is your event? _____

What is the run time of your production? _____

SCENERY

Is your event bringing in scenery? Yes No If Yes, Load-in Time _____ Load-out time _____

(TBR does not allow usage of its props, scenery or costumes for the event. ONLY TBR Staff can work the counterweight fly system)

Amount of Stage used? ¼ Stage ½ Stage ¾ Stage Full Stage

Background Curtain Choice: Black Curtain White Cyc (3 Colors available)

Special Requests (need podium, chair, etc...) _____

STAGE LIGHTING

Will your event require Follow Spots? Yes No If Yes, How Many? 1 2 (cost \$15/hr/per spot)

Will your event require a Projector? Yes No (TBR can provide one at a cost of \$100/projector charge)

(Only TBR Staff can operate lighting equipment. TBR will provide a GENERAL WASH of light onstage.)

Every other request is considered a Special Request and a meeting needs to be arranged with the TBR Lighting Designer at \$20/hour)

Special Requests (please list) _____

SOUND

Type of microphone needed? _____ No. of Mics _____ No. of Mic Stands _____

Rental includes ONE microphone on a stand or a podium. Additional mics are available at \$25 each.

Is there live music played? Yes No

Is there pre-recorded sound to play? Yes No

Type of Device or Storage Medium it will be on?* _____

*(*2 copies of device must be labeled and given to the Tech Assistant at the final walk-through. Only TBR Staff can operate sound equipment.)*

*Time **MUST** be reserved for a sound check - 1 HOUR prior to the show.)*

BACKSTAGE

Indicate the Dressing Rooms that will be used: #1 (holds 8) #2 (holds 8) #3 (holds 20)

SPECIAL REQUIREMENTS

Is there Media attending? Yes No

Will there be a photographer? Yes No

Will there be a videographer? Yes No

Event Attire _____

(A Final Walk-through of your event must occur a minimum of two (2) days before the event. Any changes made after that time will incur a fee)

**CLICK HERE TO EMAIL YOUR REQUEST
TO THEATRE BATON ROUGE**

If you cannot email this document, then you can mail it to, or bring it by

THEATRE BATON ROUGE
7155 Florida Blvd., Baton Rouge, LA 70806

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