



## The Studio Theatre Rental Request Form

Thank you for your interest in renting the Studio Theatre for your event. In order to complete your booking, we need the following information. Please email the completed form to [rentals@theatrehsv.org](mailto:rentals@theatrehsv.org).

Company/Organization	
EIN# (if nonprofit org)	
Primary Contact	
Address	
Telephone	
Email	
Secondary Contact	
Telephone	
Email	

Event Name	
Type of Event	
Date(s) requested <i>(Include arrival and departure times for each date, including set up/rehearsals/strike/clean up, etc.)</i>	
Number of Participants <i>(include staff, volunteers, students, musicians, etc.)</i>	
Expected number of paid attendees	

Sound and Audio Needs	<input type="checkbox"/> Digital Music ( <i>computer/iphone, etc</i> ) <input type="checkbox"/> Instrumental ( <i>live music</i> ) <input type="checkbox"/> Number of Microphones Needed _____ <input type="checkbox"/> Other _____
Lighting Needs	<input type="checkbox"/> General Lighting <input type="checkbox"/> Specialized Lighting _____
Video Needs <i>(availability based on schedule of limited equipment)</i>	<input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Monitors
Additional information	<input type="checkbox"/> I am bringing in third party catering <input type="checkbox"/> I would like the Concession Stand to be open <input type="checkbox"/> I will need a Merchandise Table <input type="checkbox"/> Other _____

- Renter is expected to provide their own electronic devices and digital files for audio/video needs. Most common adapters and cables available upon request.
- Event liability insurance is required for most rentals. Please provide proof of insurance no later than 10 days prior to the event.
- Theatre Huntsville will promote Studio Theatre events via our standard advertising channels. Renter must provide graphics and website links to [darien.harris@theatrehsv.org](mailto:darien.harris@theatrehsv.org) no later than 3 weeks prior to the event.
- Theatre Huntsville does not provide:
  - Ticketing
  - Exterior signage
  - Front of house personnel

Notes (staff use):