

## The Conrad Rental Application

To keep the process efficient, please be sure every box is filled out. If not applicable, please write "N/A"

Organization Information			
This information will be used to generate contracts as well as mail any settlements			
*Organization Name:			
*Mailing Address:		*City, State, Zip:	
*Phone Number:		Federal Tax ID:	
*Profit or Non-Profit:		*Annual Operating Budget:	
*Contract Signator:		Signator Title:	
*Primary Contact:		*Phone Number:	
Title:		*Email Address:	
*Event Name:			
*Event Type:	Drop Down	No. of Performers:	
*Instrument Type:	Amplified/Acoustic	Playback Music:	Yes/No
*Requested Venue(s):	Drop Down	*Are Tickets Being Sold:	Public/Private/No
*Reception/Dinner:	Yes/No	*Concessions Open:	Yes/No
*Requested Dates:		*Estimated Attendance:	
How did you hear about our venue?			
Performance Notes			
*Performing Artist:		*Number of Performers:	
*Composer:			
*Works:			
*Event Description			
Please provide a summary of your event.			

<b>*Event Timeline</b>			
Please provide the times currently planned for your event.			
<b>Load In:</b>		<b>Load Out:</b>	
<b>Rehearsal 1:</b>		<b>Rehearsal 2:</b>	
<b>Staff Arrival:</b>		<b>Staff Departure:</b>	
<b>Guest Arrival:</b>		<b>Guest Departure:</b>	
<b>Event Start:</b>		<b>Event End:</b>	
<b>Lighting Needs</b>			
Please select the option that most accurately describes your lighting needs.			
<b>Single-Look White Wash:</b>		<b>Adjustable Theatrical Lighting:</b>	
<b>Piano &amp; Instrument Needs</b>			
If you need to rent a piano, please select the model below. In addition, please describe any other instruments being used in your performance.			
<b>Piano Model:</b>	Drop Down List		
<b>Other Instruments:</b>			
<b>Projection Needs</b>			
If you require the use of a projector, please describe your presentation below.			
<b>Food &amp; Beverage Services</b>			
If there is a food element to your event, please describe those needs below. Note: If you are serving food or drinks, you will be provided a list of approved vendors from which you may select. Only vendors approved by The Conrad may operate on-site.			
<b>Are you interested in valet parking?</b>			
<b>Yes:</b>		<b>No:</b>	
<b>Submit Applications To:</b>			
<p><b>Nicole Slavik</b> Venue Sales and Events Director nslavik@ljms.org</p>			
<b>Completed By:</b>		<b>Date:</b>	