

CHECKLIST / QUESTIONNAIRE

ORGANIZATION NAME: _____

PERFORMANCE NAME: _____

In order to complete your rental contract for the **Byron Carlyle Theater**, it is necessary to provide us with information regarding your presentation, please read and complete the following, then fax or mail to:

Elizabeth Lang
Colony Theater
1040 Lincoln Road
Miami Beach FL, 33139
305-674-1040 X 2 / Fax 305-532-1353
ElizabethLang@miamibeachfl.gov

LIGHTING

1. Will you require and special lighting needs? Yes___ No___
(for example, moving lights, onstage instruments or practicals)

If yes, please list: _____

2. Are you planning to use the Byron House lighting plot? Yes___ No___
If no, please submit your proposed lighting plot no later than 30 days prior to load-in.

3. Will you be using follow spots? Yes___ No___
See venue rider/contract for availability and rental rates.

4. Contact name and phone number of person in charge of your company's lighting:

Name

Telephone #

SOUND

1. Will you be bringing in additional sound equipment? Yes___ No___
Include any musical instruments.

If yes, please list: _____

Do you have a sound company or sound engineer? Yes___ No___

2. Please describe your microphone needs:
Include audience, instrument, emcee or off-stage announcements

3. Will you be using wireless lavalier or hand-held microphones? Yes___ No___
See rental rates if available.

Number of wireless microphones?

Hand held _____ Lavalieres _____

Please note: The Bryon Carlyle **does not** carry any wireless microphones in stock (neither lavalieres or hand-held). Availability is determined upon request.

4. Will you be using a tape player? Yes___ No___

Please check all appropriate media:

tape player: _____ CD Player _____ MP3 Player _____

5. Will you be using the **Byron's** Piano? Yes___ No___

Indicate piano placement: _____ On-stage _____ Pit in front of stage
See venue rider/contract for piano availability and rental rates.

6. Contact name and phone number of person in charge of your company's sound:

 Name

 Telephone #

SCENERY

1. Will you need to hang scenery over the stage? Yes___ No___
If yes, please be aware that the **Byron** does not have extra pipes to fly scenery

Please describe: _____

Will you be bringing your own hanging/rigging equipment for these hanging items?

Yes___ No___

2. Will you have freestanding scenery? Yes___ No___
*Please note the **venues** do not permit screws or fasteners on the theater floor.*

Please describe freestanding scenery?

3. Will you be using the main curtain? Yes___ No___

4. Will you need access to the audience from the stage? Yes___ No___

Contact name and phone number of person in charge of your company's scenery and props:

 Name

 Telephone #

PROJECTION

1. Will you be using film as part of your event? Yes___ No___
35mm___ video_____

2. What aspect ratio is the film? _____
(Examples: 1.66, 1.85, Scope 2.35, 4:3)

3. What is the sound for your film?
Dolby digital, SRD, etc.

4. What will your film be on?
Film: Core___ Reels___ Pre-Made___
Video: DVD _____ BetaSP _____ DigiBeta _____ Harddrive _____

5. If video, what is the format?
DVD (PAL or NTSC), Digibeta, BETA SP, Hard Drive, etc.

What connections do you need from the playback source to the projector?

6. How and when will your film arrive to the theater?
Please speak with Production Manager to arrange delivery date & times

7. Will you require a video projector: Yes___ No___
*See rental rates for projector availability. Consult with
Production Manager regarding the technical specs of projector.*

Venue's do not have playback decks (VHS, Beta, DVD). Please make
arrangements to have playback deck(s) brought to the venue.

MISCELLANEOUS

1. Will you require a Stage Manager for your event? Yes___ No___
*If so and you do not have a person, please provide a
running order.*

2. Will you need to use the **Byron Carlyle's** Marle Floor? Yes___ No___
Dance Floor Rental:
*See venue rider/contract for marle availability and rental rates.
Please provide 3 rolls Black Gaffe tape when using venue's marle.*

3. Will you be video taping the event? Yes___ No___
Is this for archival purposes? Yes___ No___
Is the purpose for commercial uses? Yes___ No___

4. Will you need wardrobe assistance during your performance? Yes___ No___
5. Will your event need stanchions? Yes___ No___
Please indicate quantity and where you would like the stanchions.
6. Will you have any form of setup in the lobby? Yes___ No___
Please describe: (Posters, banners, displays, etc)
7. What is the duration of your show? _____hr(s) _____ minutes
Is there an intermission? Yes___ No___
Times of : Act I_____ Act II _____ Act III _____
8. Will you be using any **fog or haze** during rehearsal/performance? Yes___ No___
Please note that the CMB Fire Marshal must be present for the use of all fog & haze in the building. Arrangements for a Fire Marshal must be made no later than five business days before first use of fog/haze

Please provide the Production Manager with a **sample schedule** of the day(s) of your event (setup, expected opening to the public, event start time, etc).

Please note: If you require **miscellaneous hardware** (i.e. tape, rope, gel, etc), these can be provided as an additional fee. (See disposables fee schedule)

Please check (✓) the following:

- Have you read and understood policies regarding booking procedure, rules, guidelines and payments?
- Have you read and understood policies of receiving and returning contracts?
- Have you submitted a signed copy of your IRS Form 990,
- Have you submitted a Certificate of Insurance?
- Spoken with venue Production Manager regarding technical requirements and estimates?
- Spoken with venue Box Office manager regarding ticketing?
- Returned signed contract to the Theater Manager with deposit?
- Forwarded Marquee verbiage in writing to Theater Manager?

Please note: Venue requires the client to hire their IATSE union department heads: House Sound, House Lighting, and House Deck technicians. This requirement applies to any work in the building. Other Technical Staff hired on “as needed” basis, based on the needs of the event and in accordance to the union contract.

Lessee agrees to the terms and conditions of this Checklist

Lessee: _____ DATE: _____

**BYRON CARLYLE THEATER
RENTAL EQUIPMENT RATES**

	<u>DAILY</u>	<u>WEEKLY</u>
UPRIGHT PIANO	\$100.00	\$300.00
WIRELESS MICROPHONES (4 HAND HELD, 6 LAVALIER, SONY) <i>If Available</i>	\$50.00 (EACH)	\$150.00
FOLLOWSPOT Lycian Midget II	\$45.00	
MARLEY DANCE FLOOR	\$65.00 (ONE DAY) \$50.00 (SECOND DAY)	\$160.00
L'MAITRE DF-50 HAZER <i>If Available</i>	\$85.00	
VIDEO PROJECTOR (Proxima Desktop 9290)	\$150.00	