

Martin Centre



EVENT RIDER

RENTER INFORMATION

Presenting Organization _____

Type of Organization _____ Profit _____ Non-Profit _____ Private

Mailing Address _____

Primary Contact _____

Email Address _____

Phone Number _____

Preferred Communication _____ Phone _____ Email

EVENT INFORMATION

Event Title _____

Desired Date(s) _____

Desired Time(s) _____

Load-in Date/Time _____

Rehearsal Date(s) _____

Rehearsal Time(s) _____

Performance Run Time _____

Intermission _____ Yes _____ No

Intermission Length _____ 10 Minutes _____ 15 Minutes

Will your event be ticketed? _____ Yes _____ No

Have you rented the Martin Centre for a past production/event?

Do you currently possess or plan to acquire liability insurance for your production/event?

FRONT OF HOUSE INFORMATION

Will you be providing programs for your event? _____ Yes _____ No

Will you allow the use of any of the following during your event?

_____ Flash Camera _____ Non-Flash Camera _____ Video Camera

Will you require tables/chairs set up in the lobby? _____ Yes _____ No

If so, please briefly describe how the tables will be utilized.

Please list any additional information regarding front of house operations for your event.

MARKETING INFORMATION

The Martin Centre Preservation Company, Inc. will promote rental events on our website, as well as our social media pages. Renters must submit a brief promotional blurb, as well as appropriate event artwork to Martin Centre administrative staff before tickets go on sale.

If the renter has any promotional posters or fliers, the Martin Centre can post them in box office street windows, as long as they are supplied to the theatre in a timely fashion.

NOTE: when submitting event artwork to the theatre, please use .jpg, jpeg, or .png format for easiest use. If submitting a poster or flier, PDF format works best.

TECHNICAL INFORMATION

Technical Crew:

Does your production team include any technicians? _____ Yes _____ No

If “yes,” how many and what positions?

Sound:

Will you require microphones for your event? _____ Yes _____ No

NOTE: A laptop will not be provided by the venue; it is the renter’s responsibility to acquire one for use at their event.

Will your performance be filmed? _____ Yes _____ No

Will the videographer need access to the sound board? _____ Yes _____ No

Will you be bringing in set pieces or back drops? _____ Yes _____ No

Please briefly describe your set pieces or back drops.

If there are other technical needs required for your event, please briefly list them below.

Please check and make sure that this rider is fully completed before returning it to the Martin Centre Preservation Company, Inc. If you have questions regarding any of the information above, you may contact the Martin Centre staff to discuss any queries, issues or needs.