

# LUNA STAGE THEATRE RENTAL APPLICATION

**Instructions:** You must complete and submit this application to [Liz.cesario@lunastage.org](mailto:Liz.cesario@lunastage.org) in order to be considered for a rental. To make an appointment to see the space, please call Luna Stage at (973) 395-5551 during business hours: Tues-Fri 10am-3pm.

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

Nature of Organization:     Non-Profit     Cultural Organization     Community Group     Corporate

Teaching/Educational     Professional Performing Arts Group     Other (please specify)

Event Name: \_\_\_\_\_

Type and Description of Event (please include event length and planned intermissions) \_\_\_\_\_

Requested Facility: (please check) \_\_\_\_\_

Main Theatre (99-seat Black Box)     Studio Theatre (45-seat Black Box)     Rehearsal Room

Is this event open to the public?     YES     NO    Anticipated Audience Size: \_\_\_\_\_    Anticipated Cast Size: \_\_\_\_\_

Type of admission:     Free     Registration     Invitation     Ticketed (Estimated Ticket Price: \$ \_\_\_\_\_ )

Sponsors:     YES     NO    Please List: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Do you have flexibility with these dates?     YES     NO    Flexibility with the times?     YES     NO

Requested Set Up, Rehearsal, Event Start and Event End Time(s): (please be specific) \_\_\_\_\_

## THEATRE SET-UP, SERVICES, EQUIPMENT AND SYSTEMS:

Will you require use of Luna Stage's Audio System?     YES     NO

Will you require use of Luna Stage's Lighting System     YES     NO

Will you require Luna to Gel, Focus & Program Lights?     YES     NO

Will you require use of the House Piano?     YES     NO

Will you require Luna to Tune Piano?     YES     NO

Will you require use of the Dressing Rooms?     YES     NO

Will you require use of the Movie Screen?     YES     NO

Will you require use of the DVD/CD Player?     YES     NO

Will you require use of the LCD Projector?     YES     NO

Form Submitted On:

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