

Oregon Contemporary Theatre Rental Form

Contact Details:

Organization name: _____

Contact: _____ Position: _____

Phone: _____ Email: _____

Event Details:

Which space will you be renting? (Check all that apply) Mainstage Lobby Studio/Classroom

Preferred date(s): _____

If flexible, please describe: *(the more dates provided, the more likely you will receive a desired date)*

Describe your event (include set-up details):

What time do you want access to the space?

Load in/set up: _____ Event start: _____ Event end: _____

Strike/clean-up: _____ Is there an intermission? Yes No Unsure

How many people are on your setup crew? _____ How many performers? _____

Will you need a lighting and/or sound technician?* Yes No Unsure

**You may provide your own technician(s) only if approved by OCT*

Are there any specific needs for the event? (Chairs, tables, linens, projector screen, etc.)

Ticketing Details: *(If event is not ticketed, skip this section)*

Do you want OCT to be your box office? Yes* No Unsure

**There is a \$50 fee for box office service*

Anticipated ticket price _____ Anticipated attendance _____

Seating: General Admission Reserved Unsure

Will there be any special, reserved or comp tickets? Yes No Unsure

If yes, please explain

Front of House Details:

Are there any specific needs? (Ushers, merch tables, display space, etc.)

Will you be needing a bar or concessions? (Check all that apply) Concessions Bar Unsure

Please list any additional information or needs for front of house: