

# the cell

*performance salon*

## Application for Rental

*for the cell staff only*

Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Initials \_\_\_\_\_

The information you provide in this application will be used to determine an appropriate price quote and how to list your event, should you be approved. Please fill it out in its entirety and return it via e-mail to [info@thecelltheatre.org](mailto:info@thecelltheatre.org) or in person to **the cell**, located at **338 W. 23rd St. between 8th and 9th Ave.** Please note that information from this application is not confirmed until a contract and invoice are signed by both parties.

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**Name/Organization Name**

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**Contact Person Name**

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**Contact Person Daytime Phone**

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**Contact Person E-mail Address**

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**Mailing Address**

501 (c)(3)    
yes no

*please do not write in this area*

*for the cell staff only*

**Quote** \_\_\_\_\_

**NOTES**

**DATES**

PREFERRED DATE/S 1: \_\_\_\_\_

PREFERRED DATE/S 2: \_\_\_\_\_

PREFERRED DATE/S 3: \_\_\_\_\_

**TITLE and DESCRIPTION OF SPECIAL EVENT/PERFORMANCE:**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: Dates will not be held until a contract is issued and a deposit payment is received.**

**EVENT : *Please Specify***

**-Performance / Reading:** \_\_\_\_\_

**-Conference / Lecture (title):** \_\_\_\_\_

**-Film / Video Screening (title):** \_\_\_\_\_

**-Other :** \_\_\_\_\_

**-Rehearsal Space:** \_\_\_\_\_

NUMBER OF PEOPLE IN CAST: \_\_\_\_\_

NUMBER OF REHEARSAL HOURS: \_\_\_\_\_

LOAD-IN / SET-UP BEGINS: \_\_\_\_\_

LENGTH OF PERFORMANCE: \_\_\_\_\_

LOAD-OUT BEGINS: \_\_\_\_\_

LAST PERSON WORKING EVENT WILL LEAVE AT: \_\_\_\_\_ AM/PM

TIME CAST WILL ENTER THE SPACE: \_\_\_\_\_ AM/PM

TIME AUDIENCE WILL ENTER THE SPACE: \_\_\_\_\_ AM/PM

TIME EVENT WILL BEGIN: \_\_\_\_\_ AM/PM

TOTAL NUMBER OF HOURS IN THEATER: \_\_\_\_\_

\_\_\_\_\_

***Include rehearsal, performance, and any pre/post event time in your calculation.***

## SPACE CONFIGURATIONS

### Equipment Needs *(please check all that apply):*

- Sound
- Production Level Sound Equipment
- Projection Film/Slides
- Platforms
- Video
- Screen
- Piano (Tuning charge located in Rental Guidelines)
- Music Stands *(We have 9 colorful stands available)*

### Ticketing / Box office

Is your special event free of charge? \_\_\_\_\_

If not, what are the proposed ticket prices? \_\_\_\_\_

**USHERS and HOUSE MANAGEMENT are required for all events.**

### RECEPTIONS

If you would like to have a reception in addition to your special event, please describe what you envision for your reception, including: number of attendees, type of food & drink, display, furniture needs. Our reception area is located 1 flight up from the performance salon.

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*Please note that alcohol cannot be sold, but can be served for  
a two-hour window with a suggested donation.*

**Please Familiarize yourself with the rates on our Rental Guidelines**

**RETURN THIS APPLICATION BY EMAIL, MAIL or IN PERSON TO:**

**the cell**

**338 W. 23rd St.**

**New York, NY 10011**

**[info@thecelltheatre.org](mailto:info@thecelltheatre.org)**