

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 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.

Name/Organization Name

Contact Person Name

Contact Person Daytime Phone

Contact Person E-mail Address

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.

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 8 colorful stands available)*

**Due to the nature of our space,
please provide a brief description of your set-up and/or scenic design**

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.

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

Signature

Date

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

the cell
338 W. 23rd St.
New York, NY 10011
info@thecelltheatre.org