



# The Theater at Dance New Amsterdam Rental Inquiry Form

Directions: Please complete this form to the best of your ability. Your responses will be used to determine an appropriate rate and schedule for your rental. Completed forms should be submitted to the front desk at DNA or via email to Hillary Nanney, Associate Technical Director ([hnanney@dnadance.org](mailto:hnanney@dnadance.org)).

Date of Inquiry: \_\_\_\_\_  
Inquiry Received by (DNA Staff Member): \_\_\_\_\_

### 1. COMPANY NAME:

Company Website: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Federal I.D. Number: \_\_\_\_\_  
Are you a 501(c)(3)?: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Contact Fax #: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

### 2. PROPOSED EVENT: (Dance/theater/musical performance, commercial video/photo shoot, conference/meeting, film/video screening, etc.)

\_\_\_\_\_

a. Is an audience (max capacity 130) expected to attend? \_\_\_\_\_  
b. Invited or general public? \_\_\_\_\_  
c. Proposed ticket price, if any: \_\_\_\_\_  
d. Number of people in your staff/cast: \_\_\_\_\_

### 3. PROPOSED DATE/TIME OF EVENT:

The Theater at DNA is non-exclusive, sharing its space with DNA School and Programs for professional classes during the week. The DNA Rental Manager will offer a schedule that coincides with that of the school and provides for your needs.  
For video/photo shoots: Date(s) \_\_\_\_\_ Total # Hours \_\_\_\_\_  
For Performances: # tech rehearsal hours: \_\_\_\_\_ # performances and preferred date(s) \_\_\_\_\_

### 4 .EQUIPMENT NEEDS: Please check all that may apply.

Conference Lighting \_\_\_\_\_ Theatrical Lighting \_\_\_\_\_ Video Projection \_\_\_\_\_ Cyc \_\_\_\_\_ Piano \_\_\_\_\_ House  
Sound System \_\_\_\_\_ Microphone/Stands (If so, how many?) \_\_\_\_\_ Marley Floor \_\_\_\_\_ Tap Floor \_\_\_\_\_

### 5. RECEPTION NEEDS: Please check all that may apply, and indicate date/time if possible.

Gallery Space \_\_\_\_\_ Studio Space \_\_\_\_\_ Refrigerator Space \_\_\_\_\_ Sink \_\_\_\_\_ Tables(#) \_\_\_\_\_ Use of  
freight elevator \_\_\_\_\_ Coordination of deliveries (catering) \_\_\_\_\_  
Other (Please describe): \_\_\_\_\_

### 6. Do you plan to market/publicize this event? If so, how?

\_\_\_\_\_

### 7. Is there anything else we should know about your event? Anything specific or out of the ordinary that has yet to be indicated?

\_\_\_\_\_

### 8. How did you hear about The Theater at DNA?

\_\_\_\_\_

Thank you for your interest in The Theater at Dance New Amsterdam. We will follow up on your request as soon as possible. We would like to invite you to our Spring Season of dance performances. For more information, please visit [www.dnadance.org](http://www.dnadance.org).