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PERFORMANCE/EVENT RENTAL REQUEST FORM

Please fill out and e-mail to BACrental@bacnyc.org or fax to 646.731.3207.

1. Contact Information:

Company Name:

Address:

Federal I.D. Number:

Are you a 501 (c)(3)?:

Contact Person:

Phone:

E-mail:

2. Requested Date(s):

Proposed Rental Date:

3. Purpose of Rental:

- Performance
- Showing
- Reading
- Musical Concert
- Cocktail Party
- Seated Dinner
- Meeting/Conference
- Other:

4. Preferred Space:

- 4A
- 4B
- 6A
- Howard Gilman Performance Space
- Jerome Robbins Theater

5. Nature of Rental

Number of people expected (Total guests, performers/speakers, staff):

Is this Event open to the general public?

Is there an admission charge to your event/performance (please list)?

Is your event a fund-raiser?

6. Performance/Event Schedule:

Cast size/# of dancers:

Duration of Program/Event:

Load-In/Set-up Start Time:

Audience/Guest Arrival Time:

Event Start Time:

Event End Time:

Load out/Strike End Time:

7. Equipment Needs

All equipment is subject to availability. Please submit your equipment requests four weeks prior to your load in.

Additional fees apply for the use of equipment other than VCR/DVD monitor combo and rehearsal sound setup.

- _____ Chairs (maximum 95, please specify number)
- _____ Folding Tables 6' x 2.5' (maximum 8, please specify number)
- _____ Folding Tables 4' x 2.5' (maximum 3, please specify number)
- _____ VCR/DVD/Monitor Combo (2)
- _____ Orchestra Music Stand (maximum 8, please specify number)
- _____ Musician Chairs (maximum 10, please specify number)
- _____ Yamaha Clavinova (maximum 1)
- _____ Yamaha C7 Grand Piano (one each in 4A and 6A)
- _____ Portable Ballet Barres (maximum 4, please specify number)
- _____ Theatrical Lighting Equipment (detailed inventory list available)
- _____ Video/Projection Equipment (detailed inventory list available)
- _____ Performance Sound Equipment (detailed inventory list available)*

* Please note that each studio is equipped with a rehearsal sound system (2 full range speakers, 10-channel mixer, CD-player, ability to plug in auxiliaries such as iPods and laptops.)

8. Third-Party Contact Information:

Caterer/Event Planner Name: _____

Caterer/Event Planner Phone: _____

Caterer/Event Planner Email: _____

Stage/Production Manager Name: _____

Stage/Production Manager Phone: _____

Stage/Production Manager Email: _____

Marketing/Press* Contact: _____

* Please note that all promotional material for your event must be approved by a BAC staff member prior to dissemination to the public. Failure to obtain BAC approval may result in cancellation of your event at BAC and forfeiture of any deposits. The BAC logo is not authorized to be used for any rental related events or performances.