



BARYSHNIKOV  
ARTS CENTER

## RENTAL REQUEST FORM

### Contact

Huong Hoang, Director of Operations  
Baryshnikov Arts Center  
450 West 37th Street, New York, NY 10018  
Direct: 646.731.3202  
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Fax: 646.731.3207

*Please complete and e-mail to [BACrental@bacnyc.org](mailto: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: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 2. Requested Date(s) for Your Rental

### 3. Purpose of Rental:

Rehearsal/Audition  
Performance/Showing  
Reading  
Musical Concert  
Cocktail Party  
Seated Dinner  
Meeting/Conference  
Other: \_\_\_\_\_

#### 4. Preferred Studio(s):

4A

4B

6A

6B

Howard Gilman Performance Space

#### 5. Equipment Needs (Please note that additional fees apply for 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' (maximum 3, please specify number)
- \_\_\_\_\_ VCR / DVD / Monitor Combo
- \_\_\_\_\_ Orchestra Music Stands (maximum 11, please specify number)
- \_\_\_\_\_ Musician Chairs (maximum 6, 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). Please only list your equipment needs under "Performance Sound Equipment" if you would like to use microphones or audio equipment for live music and digital mixing.

#### PLEASE COMPLETE ITEMS 6 THROUGH 8 FOR PERFORMANCES/SHOWINGS OR SPECIAL EVENTS ONLY:

#### 6. Nature of Rental

Number of people expected (total guests, performers/speakers, staff): \_\_\_\_\_

Is this event open to the general public?

Is your event free of charge?

Is your event a fund-raiser?

#### 7. Performance/Event Schedule

Duration of Program/Event: \_\_\_\_\_

Load-In/Setup Start Time: \_\_\_\_\_

Audience/Guest Arrival Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Load-Out/Strike End Time: \_\_\_\_\_

**8. Third-Party Contact Information**

Caterer/Event Planner Name: \_\_\_\_\_

Caterer/Event Planner Phone: \_\_\_\_\_

Caterer/Event Planner E-mail: \_\_\_\_\_

Stage/Production Manager Name: \_\_\_\_\_

Stage/Production Manager Phone: \_\_\_\_\_

Stage/Production Manager E-mail: \_\_\_\_\_

Marketing/Press Contact\*: \_\_\_\_\_

\* Please note that all promotional collateral 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.