

# Martin Centre



## EVENT RIDER

### RENTER INFORMATION

Presenting Organization \_\_\_\_\_

Type of Organization \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Private

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Primary Contact \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Communication \_\_\_\_\_ Phone \_\_\_\_\_ Email

### EVENT INFORMATION

Event Title \_\_\_\_\_

Desired Date(s) \_\_\_\_\_

Desired Time(s) \_\_\_\_\_

Load-in Date/Time \_\_\_\_\_

Rehearsal Date(s) \_\_\_\_\_

Rehearsal Time(s) \_\_\_\_\_

Performance Run Time \_\_\_\_\_

Intermission \_\_\_\_\_ Yes \_\_\_\_\_ No

Intermission Length \_\_\_\_\_ 10 Minutes \_\_\_\_\_ 15 Minutes

Will your event be ticketed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you rented the Martin Centre for a past production/event?

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Do you currently possess or plan to acquire liability insurance for your production/event?

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### **FRONT OF HOUSE INFORMATION**

Will you be providing programs for your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you allow the use of any of the following during your event?

\_\_\_\_\_ Flash Camera \_\_\_\_\_ Non-Flash Camera \_\_\_\_\_ Video Camera

Will you require tables/chairs set up in the lobby? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please briefly describe how the tables will be utilized.

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Please list any additional information regarding front of house operations for your event.

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### **MARKETING INFORMATION**

The Martin Centre Preservation Company, Inc. will promote rental events on our website, as well as our social media pages. Renters must submit a brief promotional blurb, as well as appropriate event artwork to Martin Centre administrative staff before tickets go on sale.

If the renter has any promotional posters or fliers, the Martin Centre can post them in box office street windows, as long as they are supplied to the theatre in a timely fashion.

NOTE: when submitting event artwork to the theatre, please use .jpg, jpeg, or .png format for easiest use. If submitting a poster or flier, PDF format works best.

**TECHNICAL INFORMATION**

**Technical Crew:**

Does your production team include any technicians?  Yes  No

If “yes,” how many and what positions?

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**Sound:**

Will you require microphones for your event?  Yes  No

**NOTE:** A laptop will not be provided by the venue; it is the renter’s responsibility to acquire one for use at their event.

Will your performance be filmed?  Yes  No

Will the videographer need access to the sound board?  Yes  No

Will you be bringing in set pieces or back drops?  Yes  No

Please briefly describe your set pieces or back drops.

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If there are other technical needs required for your event, please briefly list them below.

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Please check and make sure that this rider is fully completed before returning it to the Martin Centre Preservation Company, Inc. If you have questions regarding any of the information above, you may contact the Martin Centre staff to discuss any queries, issues or needs.