



Please note: The first quote for your event is a draft only. The final quote cannot be completed until all technical forms are complete and all requirements have been confirmed with the technical staff. It must be completed no later than 30 days prior to the event.

Please complete all areas of this application that apply to your event.

Event Title: _____

Type of Event: _____

Music Genre: _____

Rental capacity request:

287 Seats (Orch) 414 Seats (Mezz) 1400 Seats

Load-in Date(s) & time: _____

Tech Date(s) & time: _____

Rehearsal Date(s) & time: _____

Performance Date(s) & time: _____

Curtain Time (start/finish: _____

*Please attach additional sheet if needed for dates and times, which should include talkbacks & receptions

Strand Theatre Boston Rental Application

Contact Information

All performances must have a stage manager, and this person cannot be the MC.

Presenter or Organization Name: _____

Mailing Address: _____

Number, Street, and Apartment/Suite number

City, State, and Zip code

Primary Contact: _____ **Title:** _____

Email: _____

Office: _____ Fax: _____

Cell: _____ Home: _____

Production Manager Contact: _____

Email: _____

Cell: _____ Office: _____

Stage Manager Contact: _____

Email: _____

Cell: _____ Office: _____

Stage Access Door attendant: _____

***Please note: Building access is through stage door unless approved in advance.**

What is your Budget for this event \$ _____ How much is advertising \$ _____

Is Your Organization: For Profit Non-Profit

An IRS 501(c) 3 Designation Letter must be provided, or currently on file, to grant non-profit status. Please submit a copy with application.

Are you a youth organization in Dorchester?

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Event Information

Ticket Sales: Yes No

If your event is free to the public RSVP email or phone Ticketed Walk-in
Ticket Listing:

Please attach synopsis if applicable:

Performance Running Time: _____ Length of Intermission: _____

Ticket Pricing:

_____Orchestra_____Mezzanine_____Lower Balcony_____Upper Balcony

Senior Pricing_____ or discount % _____

Student Discount Pricing_____ or discount % _____

Group Discount Pricing_____ Please specify # _____

Other Discounts or codes: _____

Consignment Tickets: Yes No Consignment form must be filled out

*** All tickets will be produced through the Strand Theatre's box office. Tickets do not have to be sold through the Strand box office. Renters have the right to sell tickets at a third party location, however ticket sale cannot commence without completed signed contract and full deposit.

Ticket Sales start date:

Ticket Sale Dates _____

Box Office Schedule: _____

Tickets cannot be sold until the following are completed: Completed lease application, signed contract, W-9, insurance certificate and a copy of the headliner signed contract with the organization (if applicable).

Any show running 90 minutes or longer must have an intermission.

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Event Insurance

Lessee must provide their own Liability Insurance. Either a one day entertainment policy (coverage of one million of liability minimum) or obtain a rider from your existing policy. Insurance must list additional insured as the Fund for Boston Neighborhoods, Inc - location and venue Strand Theatre, 543 Columbia Rd, Dorchester, MA. 02125

Special Event Insurance Coverage. Please check if you plan to apply for one of these through your insurance provider.

Hip Hop, Hard Rock performance or Sporting Event. These events are not covered under standard liability.

Copy of secured insurance must be provided **at least 30 days in advance.** *Failure to provide an accurate genre description of your event or Artist roster will result in an automatic termination of your event.

Liquor Liability Insurance (If service of liquor is approved for your event, you must apply for a one day liquor license from City Hall and apply for liability coverage at least 60 days prior to your event. Service must be by a licensed Bartender.

*****This coverage is only applicable providing the venue has not obtained coverage and is not operating a house bar. Lessee will provide 2 copies of all permits and licenses
*****Lessee may obtain liquor services from a catering company that has a traveling liquor liability license and tip certified bartender for service. (Best Option)**

Event Security

Security guards are booked based on the number of patrons expected and the type of performance. Changes to booking must be completed at least two weeks prior to the event.

Boston Police Details are booked on the same criteria and is at the discretion of management and in some instances, the Boston Police Department.

Management reserves the right to add additional security staff during an event at the Lessees' expense.

Laminates or optional pre-approved staff recognition badges are required for Lessee's event staff. In addition, a list of all approved back stage staff, employed by Lessee and Artist/Performers must be provided.

Advertisement and website

Events will be listed on the Strand Theatre website with text, a picture and/or graphics at no cost to Lessee. Events will be listed on a revolving marquee with all other scheduled events.

National listings will also appear on the Theatre Mania / Ovationtix

Website in their general listings, and under Strand Theatre, Boston. Please provide a description in word.doc format of your event and send a flyer, photo or image in 150x100 px for show Logo), (250x 500px/jpg for poster images) and (390x390 px max/jpg for photos. No larger than 750x750 for Strand website.

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Additional links for ticketing and/or show websites are for Strand Boston Website only. Third party ticket sales information, including contacts and address locations should be included.

***** Other than the above mentioned advertisement and listing, The Strand is not responsible for any additional advertisement, media, print or video marketing of the Lessee's event.**

Video/Photos/Audio

It is at the discretion of the Lessee to allow video/audio or photos.

Audio/Visual Company: _____

Contact Name: _____

Phone: _____ Cell: _____

Email: _____

Will you:

Allowing flash photography Yes No

Allowing non-lighted recording Yes No

Will you be using strobe? Yes No

Will you be:

Taking Photos Yes No

Videotaping Yes No

Audio Recording Yes No

Do you need assisted listening devices? Yes No

All photography stations must not obstruct patron aisles or handicap seating. All cables and wiring running on or through walkways, stairs or entrances, must be secured and taped down properly. Please discuss set up area requirements with the Sound Engineer.

Bring extra gaffing tape and/or walkway covers to prevent cancellation of use.

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Event Merchandise Sales

The Strand has 8 - 2 X 6 folding tables and 25 folding chairs for use during events, the rental of additional tables and chairs are the Lessee's responsibility.

You must supply all table cloths. _____ # of Tables for lobby _____ # of chairs

Merchandise sales may include CDs/DVDs/clothing/photos/and books.

If approved:

Any edible items require a one day vendors license and health permit, obtained from City Hall. All food vendors must be pre-approved by the Strand Manager and 2 copies of all paperwork must be submitted one week prior to event. Food items must be wrapped individually and gloves and head nets must be worn at all times. Vendor food items allowed - cupcakes, specialty cookies and other pre-approved baked goods.

There is a power source to assist with the selling of merchandise and all extension cords must be supplied by vendors.

*****Please note the Strand Concession stand for snacks and beverages is open for all events.**

There is a \$25.00 fee, per station required for the sale of any and all merchandise, by Lessee and/or Lessee's vendors. It must be in the form of a money order, made out to **the Fund for Boston Neighborhoods, Inc.**

*****All fees apply unless waived by the Strand Manager!**

Decorations

Lessee will decorate:

Main Lobby Stage Gallery 2nd Floor Lobby

Allowed decorations include: Balloons, free standing displays, posters, photographs, informational displays, literature tables, approved banners, and flowers.

*****drapery/fabric is permitted only, if they meet safety/fire codes for the venue. You must provide a copy of all current fire retardant certificates for these items.**

The gallery space has pre-hanging picture wires. Lessee/ its vendors must get pre-approval before any items are affixed to the walls. *Due to the age of the plaster on walls you cannot tape items to wall. Please discuss all decoration ideas for pre-approval.

Event Catering

Organizations can provide catering for the event, which can include full meals. Lessee may use any licensed catering company of their choice. Caterers must provide a copy of all current licenses, fire permits and insurance if applicable and follow all safe serve and food handling requirements for transporting, service and staffing.

The Strand does not have a working kitchen space for catering, therefore catering companies providing food service, must be completely mobile.

Catering Company: _____

Contact Name: _____ Phone: _____

Email: _____

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Event Technical Information

- _____ Number of Performers
- _____ Number of Performers under 18
- _____ Number of Musicians
- _____ Number of Orchestra Chairs
- _____ Number of Technical Staff
- _____ Number of Stage Crew
- _____ Number of Staff /Volunteers for Front of House
- _____ Number of Chaperones for Children under 18

*****The Strand requires 1 (one) for every 10 children**

Will you require use of dressing rooms? Yes No

Dressing Rooms, Bathrooms & Shower units:

- Green room off stage with access to stage right and stage left with two bathrooms, complete with shower units. Handicap accessible
- Crew room on 2nd level off stage, which can be used as a dressing room. One bathroom and one shower on 2nd level.
- 5 dressing rooms also located on 2nd level off stage. 2nd level also has access to stage right and stage left.

*****You are responsible to empty trash from room that contains food items**

*****No handicap access to 2nd floor.**

House Equipment

The following items are available for your event – fees apply

- In House Sound and/or Light package.
- Kiwi Dance Floor & Marley + labor install & de-install - choose (Black side / Grey side)
- Marley only + labor install & de-install - choose (Black side / Grey side)
- Orchestra Pit labor removal & re-install
- Follow Spot
- Movie Projector

Orchestra Note: The Strand does not have a portable half shell or a conductors stand.

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Event Sound * Strand Audio Engineer - Niall Foley 617-547-8967
Niall.Foley@boston.gov

Please refer to the Strand Technical Specifications for house sound equipment. It will be provided by Sound Engineer.

Disc Jockey station (Table and microphone only)

Optional Source Sound Rental

Company: _____ contact: _____

Number of wired microphones needed (Over Strand inventory fees apply)

Number of wireless microphones needed (rental fees apply)
* **You must provide batteries.**

Overhead microphones needed (rental fees apply)

Floor microphones needed (rental fees apply)

Podium with microphone needed

*** All wires and cables running throughout walkways, stair and public traffic must be taped down with gaffing tape and/or portable cable walkways.

A charge of \$35.00 per roll for gaffing tape will apply, if supplied by the Strand. (No exception) This amount will be collected from Lessee prior to show.

*** All optional microphones such as body and head microphones must be rented by Lessee. The Strand can supply a vendor contact, but will not be responsible for pick-up and return. The Strand is not responsible for poor sound quality or damages.

*** Lessee is responsible to provide 9 volt batteries for each wireless mic required. Fresh batteries for each mic will be required for each performance.

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Event Lighting & Scene requirements -Strand Lighting Supervisor -Meghan Young
Youngmeg6@gmail.com

Please refer to the Strand Technical Specifications for house lighting equipment provided by Lighting Supervisor.

Do you have a Technical Director traveling with your organization?

Yes No

Will you provide a lighting Plot for your event?

Yes No

Do you need lighting design services? Fees apply and are to be discussed with Tech

Yes No

Cut gel colors are available and are for the use of your production. Any color not in the house supply may be supplied with advance notification at the Lessee's expense.

Please allow adequate time to restore all house equipment back its original place after removing for special lighting and/or sound equipment.

Soft Goods:

The Strand has main curtain and valence, three (3) panels of black borders, three (3) sets of black legs, one (1) scrim, one (2) panels Upstage travelers(1) one Cyc and (1) one movie screen for front throw movie projection or color wash .

The Strand does not provide rigging /flying hardware other than the line sets available. (See Strand Technical Specifications) We do not provide general construction hardware to organizations nor do we have an area or maintain supplies to build sets in house. It is the Lessee's responsibility to ensure safe hardware usage and maintenance and to maintain all scenic pieces including fire retardant certificates. Fire certificates must be provided for all upholstered furniture and set design fabrics being used on stage.

*** Please allow at least 60 days to complete Fire Certificate process. Applications are available on line through Fire Dept. or at 1010 Massachusetts Ave.

Set Inventory:

Outside Source Rented Lighting

Free Standing Scenery – Rendered flame retardant (**supply certificates**)

Chain Hoisted Rigging

Strobe Lighting (Requires Public Board and/or program/billboard notices)

*****There is no Pyrotechnics, Open Flame or Smoking allowed in any performances.**

NO EXCEPTIONS!

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Hazing use in performance –

*** Requires Fire Marshall and Auto-system shut off. Fees required and must be scheduled 90 days in advance.**

Restoration Fee

It is the responsibility of the Lessee to allocate enough time in their schedule for load-out and to restore all Strand lighting & sound equipment, staging, and general building areas to the same condition in which you found it. Staff time will be scheduled and billed into your invoice, however if additional time is needed due to your organizations failure to comply with restoral requirements, you will be charged a **\$300.00** restoral fee plus staff hours. A walk-through must be done at the end of Load-out and restoral time, to assess completion and/or damages.

Event References

Is this the first event you or your organization has produced? Yes No

If no, how many years have you been producing events? _____

Is promoting your full time occupation? Yes No

What were the last 3 events you produced?

Artist(s)/Event	Date	# Attended
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Venue

Contact Name

Telephone

email _____

Artist(s)/Event

Date

Attended

Venue

Contact Name

Telephone

email _____

Strand Theatre Boston Rental Application

Artist(s)/Event

Date

Attended

Venue

Contact Name

Telephone

email _____

Have you any outstanding debts in conjunction with past events? If yes please give details.

Is there any pending litigation against you or your organization? If yes please explain.

Have any complaints been filed against you in conjunction with previous productions? If yes, please provide date, venue and details.

Have you ever been cited by or received fire or public safety violation from any government agency? Please give details.

Do you or your organization have any outstanding violations with the City of Boston? Please give details. Include any docket or violation numbers.

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If applicable, please enclose promotional information pertaining to the event you would like to promote at the Strand.

What type of information are you providing?

- Artist Bio
- CD
- DVD
- Press Release
- Programs from previous events
- Other

Please feel free to include information such as marketing materials, newspaper clippings, press releases DVDs/CDs from past events. Please clearly label all material with you or your organization name.

Thank you for your interest in presenting at the Historical Strand Theatre.

Respectfully,

Melodi G. Greene
General Manager
617-635-1403
melodi.greene@boston.gov