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?
**Strand Theatre Boston Rental Application**

### 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.
Strand Theatre Boston Rental Application

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.
Strand Theatre Boston Rental Application

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.
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: __________________________________________________________
**Strand Theatre Boston Rental Application**

**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.
Strand Theatre Boston Rental Application

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.
Strand Theatre Boston Rental Application

Event Lighting & Scene requirements -Strand Lighting Supervisor -Meghan Young

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 boarders, 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!
Strand Theatre Boston Rental Application

☐ 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 been 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?

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<th>Artist(s)/Event</th>
<th>Date</th>
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Venue Contact Name Telephone

email____________________________

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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.

___________________________________________________________________________________________

___________________________________________________________________________________________
Strand Theatre Boston Rental Application

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