



A division of the City of Dallas Office of Cultural Affairs

2520 Flora Street, Dallas, TX 75201

214.671.1450

www.dallasculture.org

FACILITY REQUEST FORM 2017/2018 SEASON

Deadline for Initial Tier Process Consideration: 9/30/2016

After this deadline, applications are reviewed on a first-come, first-served basis

Thank you for your interest in the Dallas City Performance Hall (DCPH). All organizations or individuals requesting dates for arts and cultural events at the DCPH must complete this form and submit it to the Manager of the Dallas City Performance Hall. Please review the Dallas City Performance Hall Reservation & Booking Procedures before submitting the form. Please note that submission of this form **does not guarantee availability of space nor confirm dates** and that rental rates, fees and deposits may be required. Upon receipt of this form, DCPH staff will review the request, review the facility calendar for availability of space; and inform the applicant of the status of the request. If dates are available, a facility rental agreement will be sent to the applicant for execution. Please note that due to the volume of requests for the use of the DCPH, the availability of dates is limited and competitive. PLEASE USE SEPARATE FORMS FOR EACH EVENT.

Name of Organization			
Organization Address (include city, state and zip code)			
Contact Person			
Contact Person's Title			
Contact Person's email			
Daytime phone		Cell phone	
Emergency contact		Federal ID Number	
Organization website			
Does the organization have current 501(c)(3) nonprofit status? <i>When your date is confirmed, if you are not currently an OCA-supported organization, we will need a copy of your IRS 501(c)(3) letter. This is a requirement for receiving the reduced non-profit rental fee.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the organization based in the City of Dallas?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate your organization's annual operating revenues for the most recently completed fiscal year		<input type="checkbox"/> Under \$250,000 <input type="checkbox"/> Between \$250,001-\$1 million <input type="checkbox"/> Over \$1 million	
Is the organization's mission primarily arts and cultural?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the organization plan to present its full season at the CPH?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the organization own, lease or have committed access to a performing facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the organization rented / used OCA-owned performing arts space before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose of Rental/ Description of Event: (Please be specific)			
<p>For OCA staff use only: TIER _____ Dates Available: __ Yes __ No Date Received: _____</p>			

**GENERAL PRODUCTION SCHEDULE / DATE REQUEST**

<b>EXAMPLE:</b>		
<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>TIME</b>
Access to Building (All Personnel enter DCPH)	November 12, 2016 November 13, 2016 November 14, 2016	9:00 am 12:00 pm 4:00 pm
Load In (Begin Setup)	November 12, 2016	9:30 am
Rehearsal	November 12-13, 2016	12:00 pm – 6:00 pm
Doors Open (minimum 30 minutes prior to advertised start time)	November 14, 2016	6:30 pm
Event Begins	November 14, 2016	7:00 pm
End of Event	November 14, 2016	9:00 pm
Strike/Load Out	November 14, 2016	9:00 pm
End of Day (All personnel out of building)	November 12, 2016 November 13, 2016 November 14, 2016	6:30pm 6:30pm 10:30 pm

Please provide a schedule for the day(s) of your rental period (PLEASE INCLUDE YEAR IN DATE):

<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>TIME</b>
<b>Access to Building (All Personnel enter DCPH)</b>		
<b>Load In (Begin Setup)</b>		
<b>Rehearsal</b>		
<b>Doors Open (minimum 15 minutes prior to advertised start time)</b>		
<b>Event Begins</b>		
<b>End of Event</b>		
<b>Strike/Load Out</b>		
<b>End of Day (All personnel exit DCPH)</b>		

<b>Total # of Performances</b>	
<b>Total # of Student Matinees</b>	
<b>Total Running Time</b>	
<b>Show Start Time (GO Time)</b>	

## TECHNICAL REQUIREMENTS

*Please provide as many details as possible*

**TOTAL NUMBER OF PERFORMERS:**

Do you require the orchestra pit for the musicians?  **Yes**  **No**

Do you require the orchestra shell for your performance?  **Yes**  **No**

Do you require Orchestra risers for your performance?  **Yes**  **No**

Do you require Choral risers for your performance?  **Yes**  **No**

Do you require a piano for your performance?  **Yes**  **No**

Do you require video projection for your performance?  **Yes**  **No**

Do you plan to record the event? (video or audio)  **Audio**  **Video**

Please provide any other details about your event that may be important for scheduling consideration (i.e., school performance that must be scheduled within a certain window of time due to spring break or TAKS testing)

*Please review the technical specifications for the DCPH available online. Please provide as many details as possible regarding your expectations on technical needs for the event. Attach light plots, stage plot or separate sheets as appropriate.*

**LIGHTING:** Describe your lighting needs for the stage (i.e., if you will be using our own lighting designer, will you require a general stage wash, will you employ follow spots, will you require "specials," etc.)

**SOUND:** Describe your sound needs for the production (include band instrumentation, monitor requirements, microphone requirements, and playback requirements)

**STAGE / SETS:** Describe (preliminary information OK) general stage set-up (example: there will be a 15-member ensemble; need 15 chairs and 15 music stands plus a conductor stand OR stage set up with a 5-piece band with risers for the drum set, etc.)

**AUDIO VISUAL:** Describe audio visual requirements for the production (i.e., projection screen, television monitors, etc.)

FRONT OF HOUSE INFORMATION			
<i>Please provide as many details as possible</i>			
Projected audience (attendance)			
Is the event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Cost of event admission (Indicate range of ticket prices if multiple price levels will be used)			
Will tickets be: <input type="checkbox"/> General Admission <input type="checkbox"/> Reserved Seating			
Projected on-sale date			
Who will be providing box office services?			
URL for online ticket sales			
Phone number for box office			
If the event is NOT open to the public, please indicate how invitees will be identified			
What will be the projected "doors open" time as it relates to show time? (minimum 30 minutes prior to advertised start time)			
Will you need any special set-up in the lobby area of the facility?			
Will the event have an intermission?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many?	Intermission Length?
Will there be a preshow reception at the DCPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a post-show reception following the performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will busses be utilized to transport Patrons to the DCPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many?	

FOR FIRST-TIME RENTERS ONLY	
<i>If the applicant organization has NOT rented a performing arts space from the City of Dallas Office of Cultural Affairs in the past, please provide a reference list of two venues where you have presented before (name of venue, contact person, phone number and email). OCA spaces include Meyerson Symphony Center, Bath House Cultural Center, Latino Cultural Center, Oak Cliff Cultural Center, South Dallas Cultural Center, and Majestic Theatre.</i>	
Reference # 1	
Reference # 2	
<i>** If you have rented a performing arts space from OCA before, you do NOT need to provide this information **</i>	

**A MANDATORY MEETING WITH THE TECHNICAL COORDINATOR & EVENT COORDINATOR WILL BE REQUIRED TO FINALIZE EVENT DETAILS.**

I understand that submission of this Facility Request Form does not guarantee the availability of space nor does it provide authorization or confirmation for the use of the DCPH. I understand that if space is available, an official rental agreement outlining the terms of use will be sent to me; only after execution of the official rental agreement will the use of the DCPH for this event be authorized. I have read and understand the Dallas City Performance Hall Booking & Reservation Procedures.

Signature of authorized organization representative: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_