

**Boston Ballet**  
Rental Questionnaire

Thank you for your interest in renting Boston Ballet's facilities for use for your performance/event. With the information provided in this questionnaire we can better determine whether Boston Ballet's facilities will be a positive fit for your organization's needs.

**General Information:**

Type of performance/Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Legal Name of Org: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant is:  Corporation  Partnership  501 c3 (Non profit)  Individual

Referred by: \_\_\_\_\_

**Performance Information (if applicable):**

Requested Date of Performance: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Total Number of Performers: \_\_\_\_\_ Number of Dressing Rooms (2 available): \_\_\_\_\_

Load In/Set-up Time: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Performance Time(s): \_\_\_\_\_

Intermission: Yes \_\_\_\_\_ No \_\_\_\_\_ Note: Please refer to usage policy for intermission/loss of income clause.

Admission: Yes \_\_\_\_\_ No \_\_\_\_\_ Ticket Prices/Discounts: \_\_\_\_\_

Brief Description: \_\_\_\_\_

**Event Information (if applicable):**

Studio  Meeting Space

Requested Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Load In/Set-up Time: \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Admission: Yes \_\_\_\_\_ No \_\_\_\_\_ Ticket Prices/Discounts: \_\_\_\_\_

Brief Description: \_\_\_\_\_

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Non-Negotiable Event Costs:

- Two Security Guards at \$40 per hour/per guard for every hour after the 4 hour rental period

**Equipment Requests:**

- Podium
- VCR
- Tables # \_\_\_\_\_
- Chairs # \_\_\_\_\_
- Microphones # \_\_\_\_\_
- Grand Piano # \_\_\_\_\_
- CD Player
- Slide Projector
- Marley Dance Floor (permanent)

**Additional Activities:**

- Pre-performance Reception
- Post-performance Reception
- Food/Beverage Service
- Merchandising/Souvenir
- Sales
- Program Distribution
- Raffle
- Poster/Banner Display
- Exhibitor Space

**General Policy:**

*Special Events Policy*

Boston Ballet Studios are available for rent to individual and corporate supporters and their guests for special social events. Events are not permitted to be religious, political, or fund-raising in nature.

*Rental Time*

Studios are available for rent based on availability. Rentals packages are for a four hour period in addition to one hour prior to and after the event for set-up and break-down of the event.

*Catering*

Please note that catering is not included in rental fee. A list of preferred caterers has been provided for your review.

*Cleaning and Maintenance*

Charges for clean-up after the event are included in the rental fee of the studio.

*Insurance*

The renter must maintain Public Liability insurance in the amount of \$1,000,000, Fire and Fire Legal Liability insurance in the amount of \$50,000, and Property Damage Liability of \$50,000, thus insuring both the ballet and the renter against injury to persons or damage to property. The certificate must be provided to the ballet no later than 5 days before the rental period begins.

*Deposit*

A 50% deposit is required upon signing the rental agreement. The deposit is non-refundable.

*Payment Schedule*

A deposit is due upon signing the rental agreement. The remaining balance of your event charges will be due no later than 10 business days prior to the commencement of the rental period.

*Alcohol Policy*

Boston Ballet does not hold a liquor license. If you wish to serve alcoholic beverages, your caterer must obtain a 1 day liquor license.

*Production Staff*

Must use Boston Ballet production staff for sound, video, and light equipment unless authorized by BB to use other vendors.

*?Boston Ballet reserves the right to display marketing materials.?*