



City of Dallas Office of Cultural Affairs

1925 Elm Street, Dallas, TX 75201

214.670.3687

www.dallasculture.org

CITY PERFORMANCE HALL FACILITY REQUEST FORM 2012/2013

Deadline for initial consideration: 10/1/11

*Thank you for your interest in the City Performance Hall (CPH). All organizations or individuals requesting dates for arts and cultural events at the CPH must complete this form and submit it to the Office of Cultural Affairs. Please review the 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, OCA 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 CPH, 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 the rental (attach a separate sheet if needed). Please be specific.			
<p>For OCA staff use only: TIER _____ Dates Available: __ Yes __ No</p> <p>Date Received: _____</p>			

GENERAL PRODUCTION SCHEDULE / DATE REQUEST

	Date(s)	Start Time(s)	Stop Time(s)
Load-in/Set-up			
Rehearsal			
Performance(s) In this section, please indicate the time when you would want access to the building (i.e., artist call time), not just the start time of the public performance			
Strike / Load-out			
Total number of performers			
Performance Time (indicate here the start time and end time of the performance/event)			
Will the event have an intermission?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what will be the length of the intermission			
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)			

TECHNICAL REQUIREMENTS

Understanding that the technical rider for CPH is not available yet, 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.)

Do you require the orchestra pit for the musicians?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require the orchestra shell for your performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a piano for your performance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to record the event? (video or audio)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need stairs from the house to the stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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
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 15 minutes prior to advertised start time)	
Do you plan a pre- or post-performance reception or other special event?	
Will you need any special set-up in the lobby area of the facility?	

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	
** If you have rented a performing arts space from OCA before, you do NOT need to provide this information **	

A MANDATORY MEETING WITH THE TECHNICAL COORDINATOR & EVENT COORDINATOR WILL BE REQUIRED TO FINALIZE EVENT DETAILS ONCE CPH TECHNICAL RIDER IS AVAILABLE.

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 CPH. 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 CPH for this event be authorized. I have read and understand the City Performance Hall Booking & Reservation Procedures. I understand that any delays in the construction of the CPH will impact the rental availability of the facility and that all contracts will be issued subject to the completion of the facility.

Signature of authorized organization representative: _____

Please print name: _____

Date: _____
