



ORGANIZATION NAME: _____

PERFORMANCE NAME: _____

PERFORMANCE DATES: _____

In order to complete your rental contract for the **Colony Theatre**, it is necessary to provide us with information regarding your presentation, please read and complete the following, then fax or mail to:

Technical Department.
Colony Theatre
1040 Lincoln Road
Miami Beach FL, 33139
305-674-1040 / Fax 305-532-1353
Jarias@MiamiBeachfl.gov

LIGHTING

1. Will you require and special lighting needs? Yes___ No___
(for example, moving lights, onstage instruments or practicals)

If yes, please list: _____

2. Are you planning to use the Colony House lighting plot? Yes___ No___
If no, please submit your proposed lighting plot no later than 30 days prior to load-in.

3. Will you be using a follow spot? Yes___ No___
See venue rider/contract for availability and rental rates.

4. Contact name and phone number of person in charge of your company's lighting:

Name	Telephone #

SOUND

1. Will you be bringing in additional sound equipment? Yes___ No___
Including musical instruments?

What are your Bands Requirements?

Do you have a sound company or sound engineer? Yes____ No____

2. Please describe your microphone needs: Include audience, instruments, emcee or off-stage announcements

3. Will you be using the Colony wireless lavalier or hand-held microphones? Yes____ No____
See rental rates for wireless availability.

Number of wireless microphones?

Hand held _____ Lavalieres _____

*Note: Colony own 4 hand held microphone and 6 lavalieres.
 Only 8 of the 10 can be used at once.*

4. Will you be using audio playback? Yes____ No____
 Please check all appropriate media:
 tape player: _____ CD Player _____ MP3 Player _____

5. Will you be using the **Colony's** Piano? Yes____ No____
See rental rates for piano availability.

6. Will you be using the **Colony's** Orchestra pit? Yes____ No____

7. Contact name and phone number of person in charge of your company's sound:

 Name Telephone #

SCENERY

1. Will you need to hang scenery over the stage? Yes____ No____
 Please describe:

Will you be bringing your own hanging/rigging equipment for these hanging items? Yes____ No____

2. Will you have freestanding scenery? Yes____ No____
Please note the venues do not permit screws or fasteners on the theatre floor.

Please describe:

3. Will you be using the main curtain? Yes____ No____

4. Will you need access to the audience from the stage? Yes____ No____

Contact name and phone number of person in charge of your company's scenery/props:

Name

Telephone #

PROJECTION

1. Will you be using film as part of your event? Yes___ No___
16mm___ 35mm___ video___
2. What aspect ratio is the film? _____
(Examples: 1.66, 1.85, Scope 2.35)
3. What is the sound for the film/video? *Dolby Digital, SR*
4. What will your film be on?
Film: Core___ Reels___ Pre-Made___ Video _____
5. If video, what is the format?
DVD (PAL or NTSC), Digibeta, BETA SP, Hard Drive, etc.

What connections do you need from the playback source to the projector?

6. How and when will your film arrive to the theater?
7. Will you require a video projector? Yes___ No___
See rental rates for projector
8. Will you require DVD or Blu-Ray Playback Decks Yes___ No___
See Rental rates

Please note that all video projection is required to be run from the projection booth.

MISCELLANEOUS

1. **You are required to have a Stage Manager for your event.**
2. Will you need to use the Venue's Marle Floor? Yes___ No___
See rental rates for marle availability.
Please provide 3 rolls Black Gaffe tape when using venue's marle.
3. Will you be video taping the event? Yes___ No___
Is this for archival purposes? Yes___ No___
Is the purpose for commercial uses? Yes___ No___
4. Will you need access to the laundry room and wardrobe equipment? Yes___ No___
Please note that laundry detergent is not provided.
Please See Rental Rates
5. Will your event need stanchions? Yes___ No___
Please indicate quantity and where you would like the stanchions.

6. Will you have any form of setup in the lobby? Yes_____

No_____

Please describe: (*Posters, banners, displays, etc*)

7. What is the duration/length of your show? _____

Is there an intermission? Yes_____ No_____

Times of: Act I_____ Act II_____ Act III_____

8. Will you be using any **fog or haze** during rehearsal/performance? Yes_____ No_____

Please note that a City of Miami Beach Fire Marshal must be present for the Use of all fog & haze in the building. Arrangements for a Fire Marshal must be made no later than five business days before first use of fog/haze. Client is responsible for contacting the Fire Marsha for booking and scheduling.

Please provide the Technical Director with a **sample schedule** of the day(s) of your event (setup, expected opening to the public, event start time, etc).

Please note: If you require miscellaneous hardware (i.e. tape, rope, gel, etc), these can be provided at an additional fee.

Please check (✓) the following:

- Have you read and understood policies regarding booking procedure, rules, guidelines and payments?
- Have you read and understood policies of receiving and returning contracts?
- Have you submitted a signed copy of your IRS Form 990?
- Have you submitted a Certificate of Insurance?
- Spoken with venue Technical Director regarding technical requirements and estimates?
- Spoken with venue Box Office manager regarding ticketing?
- Returned a signed contract to the venue with deposit?

Please note: Venue requires you to hire their three IATSE union department heads: House Sound, House Lighting and House Carpenter (Steward). This requirement applies to any work in the building. Other technical staff hired is on "as needed" basis, based on the needs of the event and in accordance to the union contract.

Lessee agrees to the terms and conditions of this Checklist

Lessee: _____ **DATE:** _____

COLONY THEATRE**RENTAL EQUIPMENT RATES**

Marley Dance Floor	\$ 65.00 First Day	\$ 50.00 additional days
Wireless Microphone**	\$ 65.00 per day	\$ 150.00 weekly
Analog Monitor Mix of 5-8	\$ 300 per day	(Additional Sound Engineer TBD)
35mm Film Projector	\$ 150.00 per day	
Video Projector (2100 Lumens)	\$ 100.00 per day	
HD Projector (8000 Lumens)	\$ 500.00 per day	
M.-W HD Projector	\$ 350.00 per day	
DVD Player	\$ 50.00 per day	\$ 200.00 per week
Blu-Ray Player	\$ 50.00 per day	\$ 200.00 per week
Piano***	\$ 250.00 per day	\$ 750.00 weekly
Spot Light	\$ 50.00	
DF-50 Hazer	\$ 75.00	
Platform/Risers	\$ 15.00 per riser or platform per day	
Laundry Facilities	\$ 25.00 per day	\$75.00 per week.
Equipment Subject to Sales Tax	7.0% sales tax	

** Batteries not included

*** Client is responsible for all piano tuning.

Please return with **YOUR** Technical Rider.

Address all Technical inquires to:

Colony Theatre

Technical Department

City of Miami Beach Fl.

Office: 305 674-1040

Fax: 305 532-1353

Email: Jarias@MiamiBeachFL.gov

COLONY THEATRE, 1040 Lincoln Road, Miami Beach, FL 33139

Tel (305) 674-1040 Fax (305) 523-1353