



# Fredgren Studio Theater Rental Application

Organization Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Type of Business: Non-Profit\*: \_\_\_\_\_ Individual Artist: \_\_\_\_\_ For-Profit: \_\_\_\_\_

Other (describe): \_\_\_\_\_

\*A copy of your 501(c)3 letter from the IRS is required for non-profits

Special Discounts: Please check if you are a member of any of these organizations:

- Northern Virginia Dance Coalition  Fairfax Chamber of Commerce  Falls Church Chamber of Commerce
- Alexandria Arts Forum  BalletNova Faculty

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Total People Expected at Event: \_\_\_\_\_ Number of Performers/Cast Members: \_\_\_\_\_

Is this event open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

Rooms to be rented:      \_\_\_ Theatre   \_\_\_ Studio D   \_\_\_ Studio C   \_\_\_ Studio E   \_\_\_ Studio B  
                                  \_\_\_ Studio A   \_\_\_ Dressing Rooms            \_\_\_ Kitchen   \_\_\_ Other

Theater Rentals require a \$250 refundable Security Deposit.  
All Rentals Require a Certificate of Liability Insurance.

Dates Listed Below are requests only - they are not guaranteed and will not be held without all necessary paperwork, including certificate of insurance, application approval and signed contract. Requested dates and times are subject to availability. Requested hours must reflect set-up and tear-down as groups will not be allowed in before the start time on their contract.

Rental Date(s):	Rental Time(s):	Purpose (basic rehearsal, rehearsal w/ lights, performance)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Start Time of Actual Event(s)/Performance(s): \_\_\_\_\_

End Time of Event (s)/Performance (s): \_\_\_\_\_

Equipment Needs:

Please inquire about any equipment needs. Renters may use BalletNova equipment if it is available with Technical Director Staff on sight. BalletNova equipment is not guaranteed. BalletNova Technical Director is the only authorized person to operate theatre equipment and will run lighting, if you wish for additional sound operator to be provided by BalletNova, it is additional \$25 per hour.

Light Board       Sound Board       Lobby Table (how many?)       Lobby Chairs (how many?)

For additional fee:       Sound Operator       Projection Screen       Electronic Piano       Wireless Microphone

Do you have any sets or props?

No  Yes: \_\_\_\_\_

Will you or someone in your group be bringing special equipment to this rental?

No  Yes: \_\_\_\_\_

Please submit completed applications along with video footage of piece or group performance similar to what will be performed to:

admin@BalletNova.org  
or mail to:  
BalletNova Center for Dance  
ATTN: Performance Rental  
PO Box 5587, Arlington, VA 22205

Thank you for your interest in the BalletNova Fredgren Studio Theater.