



SHEEN CENTER RENTAL APPLICATION

Thank you for your interest in the Sheen Center. The following application is a comprehensive look at our spaces, our policies, and what we can provide for your performance, lecture, or event. Please review the following documents and fill out everything in as much detail as possible. As noted in the technical information form, included herein, we understand that events can and do change during the planning process, but this document provides us with a comprehensive starting point in order to provide you with the best possible outcome.

The Sheen Center provides *curated rentals*, which means that we select applicants according to several criteria, including availability, technical requirements, program content, and adherence to our mission, among other factors. Please be advised that we do not guarantee all applications will be accepted.

The Sheen Center's two theater spaces can accommodate daily or weekly (Monday-Sunday) rentals. Our hours of operation are 9:00 AM to 11:00 PM. The basic rental package for a single production includes the following:

- Box office support including ticketing through our OvationTix system;
- Front of House support, including box office personnel, concessions salespeople, a house manager, and ushers, for one seating per day (additional seatings require an extra fee; please see p. 3)
- Our extensive lighting, sound, and soft-goods inventory (additional attachments);
- Equity-compliant dressing rooms;
- Fully ADA-accessible backstage and orchestra-level seating;
- General facilities maintenance and cleaning;
- Theater access during the Sheen Center's hours of operation for the duration of the rental;
- Inclusion on our building's internal and external video screens, our monthly e-blasts, and our website and social media platforms.

A production staff member is assigned to any load-in and load out to orient the renter or renter's crew with the theatre and provide basic training on Sheen Center provided equipment. Outside of this, Sheen Center production staff operate on an on-call basis. Professional technical and production crew are not included in the rental package, though they can be provided for an additional fee (see page 5). Marketing and public relations support are not provided.

Should you have questions that are not addressed in the pages that follow, please email mandyrinzel@sheencenter.org

The Archbishop Fulton J. Sheen Center for Thought & Culture is a forum to highlight the true, the good, and the beautiful as they have been expressed throughout the ages. Cognizant of our creation in the image and likeness of God, the Sheen Center aspires to present the heights and depths of human expression in thought and culture, featuring humankind as fully alive. At the Sheen Center, we proclaim that life is worth living, especially when we seek to deepen, explore, challenge, and stimulate ourselves, Catholic and non-Catholic alike, intellectually, artistically, and spiritually.

The Sheen Center is a project of the Archdiocese of New York.

Basic Information

Name of Producer/Company:_____ Show/

Event Title:_____ Primary

Contact:_____

Email:_____ Phone:_____

Street Address:_____

What space(s) are you interested in renting?

Loreto Theater

Black Box Theater

Proposed Date(s) of Rental:_____ Are

you a non-profit organization? Yes No

How many people are in your cast/group? _____

Will you be operating under an AEA contract? _____

Briefly describe your show/event (content, length, outline of event, etc.):

Which of the following descriptions apply to your event? *(check all that apply):*

Scripted Show

Musical

Live Band

Dance Event

Circus elements

Variety

Cocktail Party

Trivia/Storytelling

Lecture/Panel

Seminar/"Town Hall" meeting

Religious Event

Please provide a script and/or any supplemental material that may help us to determine the form and content of your event.

Schedule

Proposed load-in date:_____ Proposed load-out date:_____

Proposed technical rehearsal dates:_____

Proposed performance date(s):_____

Proposed show time(s):_____

Please note that the Sheen Center's standard policy is to open house 30 minutes prior to curtain. Please outline any proposed changes to this timeline below for review.

Please detail any proposed pre- or post-show audience activities (Please Note: the Sheen Center cannot accommodate post-show receptions):

Front of House Staff is included in each rental package for one seating per day. The cost of hiring staff for a second seating is \$300 (Black Box) or between \$400 - \$600 (Loreto; cost varies depending on number of seats for sale). Please list any dates on which you will require a second seating:

Form W-9

In order to comply with IRS tax regulations, all producers/groups must complete a Form W-9 before their first event. An additional attachment of the W-9 is included in the email. Please return it to the Sheen Center along with your first payment. Without this form, we cannot guarantee timely processing of any ticket reconciliations or refunds.

Liability Insurance

All renters must obtain comprehensive general public liability insurance, in the form of a \$2,000,000 combined single-limit (bodily injury/property damage) policy to cover all occurrences during the term of the rental. The primary insured is Church of Our Lady of Loreto; additional insured includes The Archbishop Fulton J. Sheen Center, The Archdiocese of New York, and The Archbishop of New York. The Sheen Center must obtain all policy certificates no later than thirty (30) days before the start date of the rental.

Please send any questions to mandyrinzel@sheencenter.org

Technical Information Form

This form will help us understand the initial thoughts you have for your event. Once you have a signed contract with the Sheen Center, our production department will contact you to gather more information and help develop your technical plans in more detail. Please be as specific here as you can; however, we understand that events can and do change as we learn more about your goals and technical needs.

Show / Event Name: _____

Tech Contact: _____ E-mail: _____

Please describe, in as much detail as possible, your technical requirements:

What is the proposed tech schedule for your event?

Would you like to use the stadium seating, or have the risers retracted? (Black Box Only)

Stadium Seating in place Risers Retracted

Do you have a design team? Yes No

Will you require the Sheen Center to hire freelance crew for your event? Yes No

If yes, please check all required crew below:

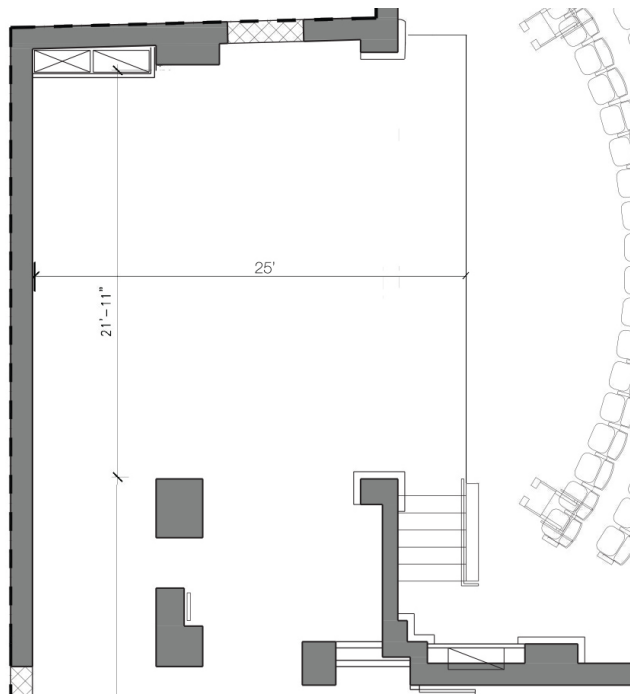
*Please Note that crew is hired on 4 hour minimum at \$42 per hour

- | | | |
|-------------------------------------------|----------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Sound Engineer | <input type="checkbox"/> A2/Deck Audio | <input type="checkbox"/> Lighting Programmer |
| <input type="checkbox"/> AV/General Tech | <input type="checkbox"/> Electrician | <input type="checkbox"/> Master Electrician |
| <input type="checkbox"/> Projections Tech | <input type="checkbox"/> Stage Manager | <input type="checkbox"/> Other? _____ |

Additional Fee Equipment:

- Countryman E6 Ear loop microphones for Shure body packs, Omnidirectional (6 total)
(\$100 per day per microphone or \$3600/weekly for all 6)
- Epson Z11005NL Powerlite Pro Projector with mounting hardware and cable (HDMI extender)
(\$75/daily, \$450/weekly, \$1500/monthly, with \$500 refundable deposit)
- Rosco Black Marley Dance Floor (full stage coverage for Loreto, and for Black Box in both extended riser or retracted configurations) Plus the cost of installation, \$500.
(\$50/daily, \$200/weekly in the Loreto; \$300 regardless of duration in Black Box)
The use of rosin on the marley is strictly prohibited.
- Fully Restored 1915 Steinway Model O Baby Grand Piano (Loreto only)
(\$1,000 refundable deposit and \$200 tuning fee)

Stage Diagrams and Measurements

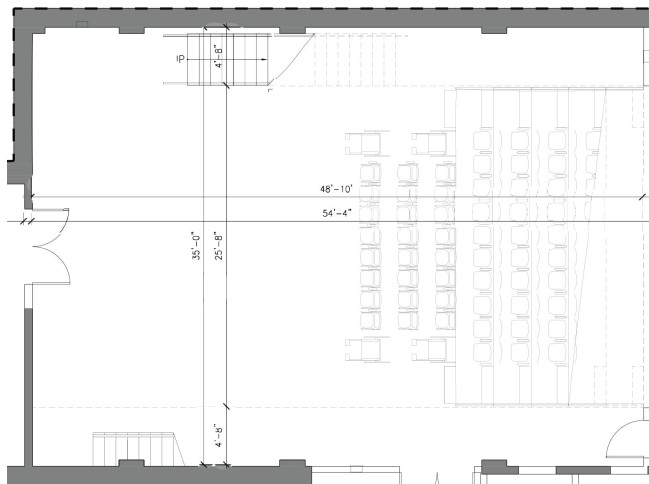
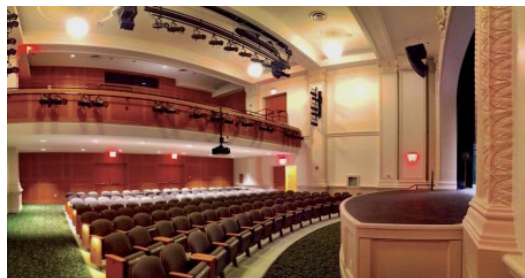


Loreto Theatre

Capacity – 270 (174 orchestra, 96 mezzanine)

Stage – 21' 9" SL wall to SR column

25' upstage to downstage



Black Box Theatre

Capacity – 80 (60 on risers, 20 black chairs)

Stage – 25' 8" catwalk to catwalk

24' 5" upstage to front row or

48' 10" end to end with risers retracted

Grid Height is 14'6"

