



FACILITIES RENTAL APPLICATION

THE CHILDREN'S THEATRE COMPANY
2400 THIRD AVENUE SOUTH • MINNEAPOLIS, MN 55404-3597

return to: **Genoveva Castañeda - Associate Production Manager**
gcastaneda@childrenstheatre.org 612-879-5691 (office)
612-870-3004 (fax)

Date of application:

Primary Contact(s):

Organization Name:

Address:

Address:

City:

State:

Zip:

Telephone:

Cellular:

Fax:

Email:

Is Your Organization Non-Profit? Y* N

** If Yes, please provide Non-Profit Status Certificate upon signing Letter of Agreement*

Date of Event/Production:

Start Time of actual Event:

End Time of actual Event:

Time needed for Set Up:

 hours

Time needed for Tear Down:

 hours

Number of participants:

Provide a brief description of your Event/Production:

Configuration of Space:

check all that apply

standing reception

seated dining

dance area

stage

theatre seating

conference w/tables

other:

Technical Requirements:

	Y	Qty
Lights		
Followspots		
Podium		
Projection Screen		
Speakers		
Television		
DVD Player		
Video Cassette Recorder		
Extension Cord		
Microphone		
Data Projector		
Sound Playback		
Dressing Rooms		

Other (Please describe below):

Name of Catering Company:

Address:

Contact Person:

Phone number:

Email:

Will alcohol be served?

Will you have a cash bar?

Y	N

Tables, Chairs & Misc:

* Some stock is available here at CTC, otherwise we work with a rental company.

- Chairs**
- 6' rectangular banquet**
- 8' rectangular banquet**
- 5' diameter round - seats 6-8**
- 6' diameter round - seats 8-10**
- Hightop (for drinks, appetizers)**

Qty

Other (Please describe below):

Describe the type of décor will you or your event planner be displaying at your event at CTC?

(Subject to pre-approval with CTC event manager)

Coat Check :

None

Staffed

Self Serve

Parking:

Self parked

Valet

Parking is available on a first come first serve basis - there are three free lots within 1 block of the building and much onstreet parking. Sometimes volume of activity at the MIA and CTC necessitate parking at an offsite location - shuttle service is provided.