



Prince Theater

Preliminary Rental Questionnaire

Fill out completely, save with new filename, and email to rentals@princetheater.org

Contact Information

Name _____

Company/Organization: _____

Please indicate if you are: Individual Business Non-Profit*
(*If non-profit, provide a copy of your IRS 501(c)3 Determination Letter with questionnaire.)

Website: _____

Email: _____

Phone: _____ Cell: _____ Fax: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Event Information

Event Name: _____

Which Prince Venue?: Mainstage (446-470) or Black Box (120-150)

Brief Description of Event: _____

Will there be any pre or post show receptions, or anything else involving food and requiring clean-up?
 Yes No

If yes, describe briefly: _____

How many people do you expect to attend, and what do you expect to charge for tickets? _____

Proposed Date(s) of Event: _____

Screening/Performance Date(s) & Time(s): _____

Rehearsal Date(s) & Time(s): _____

Have you produced this event or other events before? Yes No

If yes, where and when? _____

General Production Schedule

In order to provide an accurate estimate of charges, we need to know your general production schedule. Please complete the following:

	DATE:	START TIME:	END TIME:
Load-In/Set-up	_____	_____	_____
Rehearsal:	_____	_____	_____
Screening/Performance:	_____	_____	_____
Strike/Load-out:	_____	_____	_____

Technical/Equipment Requirements

Audio/Visual: _____

Lighting: _____

Sound: _____

Stage Set-Up: _____

Recording: _____

For film screenings please indicate formats (eg. DCP, 35mm, DVD): _____

Notes / Additional Information

Philadelphia Film Society at the Prince Theater
1412 Chestnut Street
Philadelphia PA 19102
267.239.2941 Ext. 587
rentals@princetheater.org