



The Grand | Ritz Theater

Application for Use



To help facilitate planning, please complete the following Application for Use.
Complete as you are able to/best of your availability, not all information is required

Please note, completion of this application represents only a request to use the facility. Confirmation is based on theater availability and will be communicated to you in writing upon approval.

Organization Information

Main Contact:

Email: Phone:

Technical Contact:

Email: Phone:

Event Information

Event title:

of Performances
(if applicable)

Requested Date(s)

Type of Event:

- Concert
 Musical
 Play
 Dance
 Choral
 Other

Event Description:

Attach additional sheets if needed

Event Timing Please complete if your event is only one day

Arrival/Set Up Time	Event Start Time	Event End Time	Length of Load Out	Departure Time	Anticipated Attendance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Extra fees will apply if departure time exceeds contracted end time**

Marketing Information - All Events

Do you wish to use any of the following marketing options at the venue (fees apply)

Digital Marquee

Manual Marquee

Lobby TVs

Exterior Poster Frames

Space Information - All Events

Which of the following spaces are you interested in renting?

Ritz Theater: Includes Theater, Mezzanine, Loft, Green Room, and Studios (4)

Grand Rooftop

Black Box

Grand Studios (4 available)

Mezzanine/Loft

Rehearsal Information (If Applicable)

Will you be having a rehearsal?

Yes

No

Will your rehearsal be open to the public/parents?

Yes

No

Date	Arrival/Set Up Time	Rehearsal Start Time	Rehearsal End Time	Total Time in Facility

How many performers are in your performance?

***Extra fees will apply if end time exceeds contracted end time**

Performance Information

For events with more than one performance a day, Manager approval is required for curtain time

Date	Arrival/Set Up Time	Curtain Time	1st Half Length	Length of intermission* (Min. 20 min.)	2nd Half Length	Length of Load Out	Departure Time	Anticipated Audience Size (max 477)

Technical Information - Theater Performance

Lighting System

House Plot

Client's Plot ****Must be restored to the house plot at the end of the event at client's expense**

Other:

Sound System

Microphones

Quantity Needed

*Rental fees may apply for microphones, please contact the Technical Director for rental information

Monitors

Quantity Needed

Miscellaneous Equipment

Prop Tables

Quantity Needed

Movie Screen

Backstage TV

Technical Information - Private Parties

Grand Rooftop | Black Box

Sound System

Please note, there is no permanent sound system installed on the Grand Rooftop or Black Box. We do offer a Bose F1 Array professional sound system, as well as an A&H SQ5 Digital Mixer, along with wireless microphones and monitors available to rent for your event.

Are you in need of a sound system for your event? Yes No

Video System

The Grand Rooftop has a 65" mounted TV and sound bar available for you to rent for the event. In addition, we have two 65" portable televisions that can be used in any space. For the rooftop, we also offer a 12' projection screen and ultra short throw projector for events that wish to show movies or slideshows on a larger surface (Note: image from the projector will only be visible after sunset)

Are you in need of a video system for your event? Yes No

RENTAL EQUIPMENT - All Events

The following technical items are available to rent from The Grand | Ritz Theater

Contact the Technical Director for rental rates
justin@thegrandescondido.org

- 21,000 Lumen Projector
- Spotlights (2)
- Shure QLX-D Wireless Microphones (body pack)
- Shure QLX-D Wireless Microphones (handheld)
- QSC Monitors
- Bose F1 Sound System (Rooftop)
- Haze Machine
- Video Recording System
- Shure PSM3000 In Ear Monitor
- Wired Shure SM57
- Wire Shure SM58
- Audix Drum Mic Kit
- Allen & Heath SQ5 Sound Board (Rooftop)
- 65" TV (Rooftop)
- 65" Mobile TVs - Qty 2 - Any space
- Computer running licensed QLab Software
- 12' Projector Screen (Rooftop)
- Short Throw Projector (Rooftop)

Will you be using special effects? If so, please specify all effects you will be using.

Front of House Information - Theater Performances

Lobby

Do you need tables? Yes No

Lobby tables:

The total of lobby and ticketing tables cannot exceed 3

Do you need chairs? Yes No

Ticketing tables:

Lobby chairs:

The total of lobby and ticketing chairs cannot exceed 6

Ticketing chairs:

Will you be selling merchandise? Yes No Items Sold:

How would you like to handle late arrivals?

Any Time

Between numbers/acts

Other:

Will any performers be seated in the theater? Yes No

How many?

Where?

Will you be providing programs to your patrons?

Yes No

Will you be providing your own ushers?

Yes No

Vendor Information - All Events

Will there be alcohol at the event? Yes No

Will this event be catered? Yes No

Please note, there is no kitchen available on the premises

Will you have a photographer?

Yes No

Will you have a videographer?

Yes No

Will you have a DJ?

Yes No

Will you have a band?

Yes No

Do you need to tap into our sound system?

Yes No

Will you have a florist?

Yes No

Is there an event coordinator?

Yes No

Staffing Details - All Events

All Technical, Box Office, and Front of House details must be disclosed on this application or in writing. The Venue Director, in collaboration with our staff, will then determine the appropriate scheduling and staffing to properly accomplish the needs and requests of the Renter. Staffing costs are the responsibility of the Renter. The facility reserves the right to adjust staffing and/or scheduling (at the Renter's expense) at a later date, should the parameters of the event change. Staffing cost estimate will be provided prior to the event.

Submission

I certify that the information I have given on the Application for Use is true and correct to the best of my knowledge and belief. I, applicant, or representative for the applicant, understand and agree to obey all facility rules, regulations, and policies.

I understand this application serves only as a request and should the application be approved, I will be contacted in writing by the The Grand | Ritz Theater.

I understand that any changes to the information in this application must be communicated in writing to The Grand | Ritz Theater. Failure to do so, will result in additional staff charges at the completion of your event.

Applicant/Authorized Representative Signature:

Date:

**Please upload completed form on our website under Rental
or email completed application to:**

info@thegrandescondido.org