

Egyptian Theatre

Rental Application

Thank you for your interest in renting the historic Egyptian Theatre. Please fill out the following pages completely and return to the address below. **Note that a rental application must be submitted for each individual event.**

As part of the approval process you may be contacted by the Egyptian Theatre to discuss specifics of your proposed event and rental costs.

DEPOSIT: A 10% deposit of entire rental contract will be due with the signed rental contract to hold the requested date. **DO NOT SEND ANY PAYMENT WITH THIS RENTAL APPLICATION.**

RENTAL CONTRACT: Due to the increasing demand of the Egyptian Theatre, rental applications will be accepted one year in advance of your rental. If your Rental Application is approved, a Rental Contract will be issued. The Egyptian Theatre season runs September-June. Rental Contracts for the entire season will be mailed out starting July 1 prior to the start of each season. Applications should be submitted prior to July 1 to increase your chance of receiving your requested dates.

TICKETING: If event is open to the general public or you are charging an admission to the event or controlling/monitoring attendance by issuing any type of ticket, then the Egyptian Theatre will sell/distribute all tickets (paid, comped, or otherwise) to the event and shall be the sole and exclusive distributor of tickets.

DOCUMENTS AVAILABLE UPON REQUEST: If you do not have any of the following documents and would like to receive them, please let us know.

- Rental Rates
- Venue Technical Specifications
- House Rules

REQUIRED INSURANCE: Renter shall obtain and maintain comprehensive general liability insurance for bodily injury and property damage (including medical expense reimbursement coverage), in an amount not less than \$1,000,000 per occurrence/\$1,000,000 aggregate, covering claims by any Renter attendee, guest or crew and claims against Renter or P.E.T. arising out of any act or omission of Renter or any Renter participant, attendee, guest or crew. The insurance to be maintained by Renter shall be provided by a carrier with an A.M. Best rating of A-VII, or better, and shall provide coverage to P.E.T. on a primary basis, without right of contribution by any insurance that may be maintained by P.E.T. Preservation of Egyptian Theatre, Inc. and DeKalb County Metropolitan and Exposition Authority shall be named as an additional insured under the Renter's insurance policies. Renter shall furnish to the P.E.T., ten (10) days prior to the Begin Date, a certificate of insurance evidencing the required coverage.

PLEASE NOTE: Submission of an application does not guarantee your rental and applicants are advised that until a final contract is signed no booking should be presumed. P.E.T. Inc reserves the right to approve or deny, for any reason, any and all applications for rental. Do not advertise your event until after your Rental Contract is approved by P.E.T. Inc and signed by all parties.

Mailing Address:
PO Box 385
DeKalb, IL 60115

If you have questions contact us at:
Phone: (815) 758-1215
Email: info@egyptiantheatre.org

Egyptian Theatre

Rental Application

Title of Event: _____ Application Date: _____
Organization: _____ Commercial: _____ Non-Profit: _____
Fed. Tax ID #: _____ (If non-profit attach proof of 501(c)3 status)
Person Signing Contract: _____ Title: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Organization website: _____

Contact Name: _____ Title: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Fax: _____
Email: _____

Description of event: _____

of performers: _____ Show length: _____ Intermission: Yes No
Is event open to public? Yes No Is this a ticketed event? Yes No

If event is open to the general public or you are charging an admission to the event or controlling/monitoring attendance by issuing any type of ticket, then the Egyptian Theatre will sell/distribute all tickets (paid, comped, or otherwise) to this event and shall be the sole and exclusive distributor of tickets.

Will merchandise be sold? Yes No Will there be a raffle? Yes No

Will you be bringing in lighting or sound equipment? Yes No (If yes please briefly explain)

Will you be bringing in scenery? Yes No (If yes please briefly explain)

Do you plan on lowering the orchestra pit? Yes No

Will you need to use the fly system? Yes No Do you have stagehands? Yes No

Do you have someone to do lighting? Yes No Sound? Yes No

Will you need to use the followspots? Yes No Do you have followspot operators? Yes No

Will you be using any special effects? Yes No (If yes please briefly explain)

Will you be bringing in any additional equipment? Yes No (If yes please briefly explain)

Rental Date(s)

Date(s) Requesting: _____

2nd Choice: _____

3rd Choice: _____

4th Choice: _____

Rental Schedule (Use Provided Sheets)

You must include with this rental application a schedule for each day of rental. You must use the rental schedule forms that are provided with this application. The "Non-Performance" sheet is to be used for load-in's, tech time, rehearsals, etc. The "Performance" rental schedule sheet is to be used for all performances.

References (For First Time Renters)

Business Name: _____ Type of Business: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Title: _____

Phone #: _____ Fax #: _____

Business Name: _____ Type of Business: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Title: _____

Phone #: _____ Fax #: _____

Business Name: _____ Type of Business: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Title: _____

Phone #: _____ Fax #: _____

Signature

I certify the information on this application is true and correct to the best of my knowledge and authorize representatives of the Egyptian Theatre to contact the references, if required of me, listed above. I understand that the submittal of this signed application does not guarantee the rental of the Egyptian Theatre and that the application is subject to the approval or denial, for any reason, by PET Inc. I agree that no advertising of any kind will take place for this proposed event until a rental contract is approved by PET Inc. and signed by all parties.

Signed: _____ Name: _____ Date: _____

NO DEPOSIT DUE WITH THIS APPLICATION

Send completed application to: Egyptian Theatre or Fax: (815)748-3292
PO Box 385
DeKalb, IL 60115

Rental Schedule (Non-Performance - Rehearsals, Load-in's, etc.)

Please fill in all applicable times for EACH day of your rental

Date: _____

Rental Start Time: _____ (Building will be unlocked at this time)

Crew/Staff Arrival Time: _____

Performer Arrival Time: _____

Load-in Start Time: _____

Rehearsal Start Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)

Notes: _____

Date: _____

Rental Start Time: _____ (Building will be unlocked at this time)

Crew/Staff Arrival Time: _____

Performer Arrival Time: _____

Load-in Start Time: _____

Rehearsal Start Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)

Notes: _____

Date: _____

Rental Start Time: _____ (Building will be unlocked at this time)

Crew/Staff Arrival Time: _____

Performer Arrival Time: _____

Load-in Start Time: _____

Rehearsal Start Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)

Notes: _____

Date: _____

Rental Start Time: _____ (Building will be unlocked at this time)

Crew/Staff Arrival Time: _____

Performer Arrival Time: _____

Load-in Start Time: _____

Rehearsal Start Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)

Notes: _____

Rental Schedule (Performance)

Please fill in all applicable times for EACH performance

Date: _____

Rental Start Time: _____ (Stage Door will be unlocked at this time)

Crew/Staff Arrival Time: _____ Performer Arrival Time: _____

Front Doors Open Time: _____ Seating Start Time: _____

Show Start Time: _____ Balcony Used: YES NO Performers only: YES NO

Intermission Time: _____ Intermission Length: _____

Show End Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)

Date: _____

Rental Start Time: _____ (Stage Door will be unlocked at this time)

Crew/Staff Arrival Time: _____ Performer Arrival Time: _____

Front Doors Open Time: _____ Seating Start Time: _____

Show Start Time: _____ Balcony Used: YES NO Performers only: YES NO

Intermission Time: _____ Intermission Length: _____

Show End Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)

Date: _____

Rental Start Time: _____ (Stage Door will be unlocked at this time)

Crew/Staff Arrival Time: _____ Performer Arrival Time: _____

Front Doors Open Time: _____ Seating Start Time: _____

Show Start Time: _____ Balcony Used: YES NO Performers only: YES NO

Intermission Time: _____ Intermission Length: _____

Show End Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)

Date: _____

Rental Start Time: _____ (Stage Door will be unlocked at this time)

Crew/Staff Arrival Time: _____ Performer Arrival Time: _____

Front Doors Open Time: _____ Seating Start Time: _____

Show Start Time: _____ Balcony Used: YES NO Performers only: YES NO

Intermission Time: _____ Intermission Length: _____

Show End Time: _____

Rental End Time: _____ (Rental time ends when everyone has exited the building)