

Round House Theatre Facilities Rental Application

Client Information:

Organization Name: _____

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website: _____

Primary Phone: _____ Cell: _____

Status: Corporation Individual Not for Profit

Other: _____

Event Information:

Space(s) Requested: RHT Bethesda Theatre Space RHT Bethesda Lobby

RHT Bethesda Donor's Lounge RHT Bethesda Event Room

RHT Silver Spring Education Center

Date(s)/Time(s) Requested (*Please note arrival time; event start time; and out time*):

Title of Event: _____

Type of Event: Meeting Reception Rehearsal Performance Event

Other: _____

If a Performance Event, please describe (i.e. Play/Musical/Dance/Concert): _____

Expected size of attendance: _____ Length of program: _____ Intermission: Yes No

Catering needs: No Yes Catering Provider: _____

Tickets: Ticketed by your organization Non-Ticketed

If you are using our Bethesda space, please fill out the next page of this form.

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Please specify the number of an item that you'll need below. If you don't need an item, leave the spot blank.

Event Room:

Tables: _____ 6 foot rectangular _____ high-tops _____ square
_____ chair(s) _____ tablecloth(s) _____ lectern(s)
_____ projector and screen
_____ food/beverage/catering (provided by client) _____ beer and/or wine (provided by RHT)
_____ access to Lobby's bar _____ staffing (provided by client)
_____ other: _____

Donor's Lounge:

Tables: _____ 6 foot rectangular _____ high-tops _____ square
_____ chair(s) _____ tablecloth(s) _____ lectern(s)
_____ projector and screen
_____ food/beverage/catering (provided by client) _____ beer and/or wine (provided by RHT)
_____ access to Lobby's bar _____ staffing (provided by client)
_____ other: _____

Lobby:

Tables: _____ 6 foot rectangular _____ high-tops _____ square
_____ chair(s) _____ tablecloth(s) _____ lectern(s)
_____ microphone(s) _____ pre-recorded lobby music _____ live musicians
_____ food/beverage/catering (provided by client) _____ beer and/or wine (provided by RHT)
_____ staffing (provided by client)
_____ other: _____

Theatre:

_____ table(s) on stage

_____ chair(s) on stage

_____ lectern

_____ microphone(s)

_____ more than two lighting looks

_____ recorded sound(s)

_____ projections *without* sound

_____ projections *with* incorporated sound

_____ keyboard

_____ live musicians

_____ staffing (provided by client)

_____ other: _____

Additional support spaces:

_____ dressing rooms

_____ green room

Additional Notes:

1. A completed rental application is required before requested date(s) can be approved or held.
2. Please submit any supporting materials (such as detailed schedule) with the application.
3. Please Note: Beer and Wine may **only** be purchased through Round House Theatre and served by RHT staff.

Additional charges will apply.

4. Unless previously arranged with the caterer, the renter has responsibility for set up and clean up the event, except for technical elements in the theatre.