

The Conrad Rental Application

To keep the process efficient, please be sure every box is filled out. If not applicable, please write "N/A"

Organization Information			
This information will be used to generate contracts as well as mail any settlements			
*Organization Name:			
*Mailing Address:		*City, State, Zip:	
*Phone Number:		Federal Tax ID:	
*Profit or Non-Profit:		*Annual Operating Budget:	
*Contract Signator:		Signator Title:	
*Primary Contact:		*Phone Number:	
Title:		*Email Address:	
*Event Name:			
*Event Type:	Drop Down	No. of Performers:	
*Instrument Type:	Amplified/Acoustic	Playback Music:	Yes/No
*Requested Venue(s):	Drop Down	*Are Tickets Being Sold:	Public/Private/No
*Reception/Dinner:	Yes/No	*Concessions Open:	Yes/No
*Requested Dates:		*Estimated Attendance:	
How did you hear about our venue?			
Performance Notes			
Performing Artist:		Number of Performers:	
Composer:			
Works:			
*Event Description			
Please provide a summary of your event.			

*Event Timeline			
Please provide the times currently planned for your event.			
Load In:		Load Out:	
Rehearsal 1:		Rehearsal 2:	
Staff Arrival:		Staff Departure:	
Guest Arrival:		Guest Departure:	
Event Start:		Event End:	
Lighting Needs			
Please select the option that most accurately describes your lighting needs.			
Single-Look White Wash:		Adjustable Theatrical Lighting:	
Piano & Instrument Needs			
If you need to rent a piano, please select the model below. In addition, please describe any other instruments being used in your performance.			
Piano Model:	Drop Down List		
Other Instruments:			
Projection Needs			
If you require the use of a projector, please describe your presentation below.			
Food & Beverage Services			
If there is a food element to your event, please describe those needs below. Note: If you are serving food or drinks, you will be provided a list of approved vendors from which you may select. Only vendors approved by The Conrad may operate on-site.			
Are you interested in valet parking?			
Yes:		No:	
Submit Applications To:			
Anthony LeCourt Events Manager alecourt@ljms.org			
Completed By:		Date:	