

YOUR CONTRACT CANNOT BE COMPLETED WITHOUT THE INFORMATION ON THIS FORM.

Berrie Center Rental Information Sheet

Please return by fax to 201-684-7097

or by mail to Deborah Spina, Office of College Events and Conferences, 505 Ramapo Valley Road, Mahwah, NJ 07430

Event Name: _____ **Date:** _____ **Time:** _____ **Location:** _____

Organization: _____

Contact Person: _____ **Position:** _____

Contact Numbers: _____ **Contact Email:** _____

Please describe your event. Be as detailed as possible. Attach additional sheets as needed.

Anticipated number of attendees: _____

Number of performers: _____

Schedule: Please note that this schedule is not final until discussed with Berrie Center staff. The stage must be clear and preset thirty minutes prior to the advertised curtain time to allow the house to open and audience seating. If there are two performances, there must be a minimum of two hours between the estimated end of the first performance and the start of the second.

Your Arrival: _____

Start of Rehearsal: _____

Crew Break (A 1 hour break is required within a work day of over six hours): _____

House Opens to Audience (30 minutes prior to event start time): _____

Event Begins: _____

Intermission: _____

Event Ends: _____

Your Departure: _____

Other (Explain):

If you are planning to be in the venue for multiple days, please attach additional sheets with the schedule for each day. No one may be

