

**The Grand Rental Event Questionnaire**

This application is intended to provide initial information of the needs of potential clients of The Grand Opera House. This questionnaire must be submitted for your rental to be considered. Your date and event will be confirmed once an invoice has been agreed upon and a contract has been made, signed and returned.

*Questions?*

*Contact Jessica Lewis*

*302-658-7897 ext: 3405*

*jlewis@grandopera.org*

***Renter Information***

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested venue/facility: *(Please check all that apply)*

 [ ] Sarah Bernhardt Salon [ ] baby grand Lobby [ ] Wesler Room

 [ ] Studio 1 [ ] Ninth Muse [ ] baby grand Stage

 [ ] Copeland Hall Stage

Have you ever utilized any of our venues before? [ ] Yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] No

Are you a non-profit organization? *(Proof of 501c3 will be needed)*  [ ] Yes [ ] No

How did you hear about us? *(Please check all that apply)*

[ ] Attended a previous event [ ] Attended a performance [ ] Web search

[ ] Word of mouth [ ] Referral

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Event Information***

Please describe your event in detail *(please include expected number of guests)*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preliminary Timeline**

What time will the first person from your event arrive for setup? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time will your event begin? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time will your event conclude? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time will the last person exit the facility? *(Must be by 11pm)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you have catering? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(All catering MUST be through The Grand’s preferred catering list)*

**Beverages**

***\*NO outside beverages are permitted in the building. Everything must come from The Grand stock\****

What beverages would you like available to your guests at NO COST TO THEM?

 [ ] Coffee [ ] Tea [ ] Juice [ ] Water

 [ ] Soda [ ] Beer [ ] Wine [ ] Liquor

Would you like regular or premium alcohol? [ ] Regular [ ] Premium

Would you like to have a cash bar on certain items? *(Please circle)* YES or NO

If so, what would you like offered at the cash bar? *(Please specify regular or premium)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Upgrades**

Would you be interested in any of the following event upgrades? *(Please check all that apply)*

[ ]  Up-Lighting Package - $150.00 (illuminate your event space in a color of your choosing)

[ ]  The Grand Façade - $100.00 (illuminate the façade of The Grand in a color of your choosing. *\*Availability may vary\**)

[ ] Grand Kiosk Poster - $35.00 (The Grand will print and hang a kiosk poster that you design on the day of your event. Image must be a 15” x 25” PDF document and must be submitted to The Grand at least 2 weeks prior to your event – please do not use cell phone photos. *\*Availability may vary\**)