

**CHECKLIST / QUESTIONNAIRE**

**ORGANIZATION NAME:** \_\_\_\_\_

**PERFORMANCE NAME:** \_\_\_\_\_

In order to complete your rental contract for the **Colony Theater**, it is necessary to provide us with information regarding your presentation, please read and complete the following, then fax or mail to:

**Elizabeth Lang  
Colony Theater  
1040 Lincoln Road  
Miami Beach FL, 33139  
305-674-1040 X 2 / Fax 305-532-1353  
ElizabethLang@miamibeachfl.gov**

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**LIGHTING**

1. Will you require and special lighting needs? Yes\_\_\_ No\_\_\_  
*(for example, moving lights, onstage instruments or practicals)*

If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

2. Are you planning to use the Colony House lighting plot? Yes\_\_\_ No\_\_\_  
*If no, please submit your proposed lighting plot no later than 30 days prior to load-in.*

3. Will you be using a follow spot? Yes\_\_\_ No\_\_\_  
*See venue rider/contract for availability and rental rates.*

4. Contact name and phone number of person in charge of your company's lighting:

\_\_\_\_\_ \_\_\_\_\_  
Name Telephone #

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**SOUND**

1. Will you be bringing in additional sound equipment? Yes\_\_\_ No\_\_\_  
*Including musical instruments?*

Do you have a sound company or sound engineer? Yes\_\_\_ No\_\_\_

2. Please describe your microphone needs:  
*Include audience, instruments, emcee or off-stage announcements*  
\_\_\_\_\_

3. Will you be using the Colony wireless lavalier or hand-held microphones? Yes\_\_\_ No\_\_\_  
*See rental rates for wireless availability.*

Number of wireless microphones?

Hand held \_\_\_\_\_ Lavalieres \_\_\_\_\_  
*Note: Colony own 4 hand held microphone and 6 lavalieres. Only 8 of the 10 can be used at once.*

4. Will you be using audio playback? Yes\_\_\_ No\_\_\_  
Please check all appropriate media:  
tape player: \_\_\_\_\_ CD Player \_\_\_\_\_ MP3 Player \_\_\_\_\_

5. Will you be using the **Colony's** Piano? Yes\_\_\_ No\_\_\_  
Indicate piano placement: On-stage \_\_\_\_\_ Pit in front of stage\_\_\_\_\_  
*See rental rates for piano availability.*

6. Will you be using the **Colony's** Orchestra pit? Yes\_\_\_ No\_\_\_

7. Contact name and phone number of person in charge of your company's sound:

\_\_\_\_\_  
Name Telephone #

**SCENERY**

1. Will you need to hang scenery over the stage? Yes\_\_\_ No\_\_\_  
Please describe:

\_\_\_\_\_

Will you be bringing your own hanging/rigging equipment for these hanging items? Yes\_\_\_ No\_\_\_

2. Will you have freestanding scenery? Yes\_\_\_ No\_\_\_  
*Please note the **venues** do not permit screws or fasteners on the theatre floor.*

Please describe:  
\_\_\_\_\_

3. Will you be using the main curtain? Yes\_\_\_ No\_\_\_

4. Will you need access to the audience from the stage? Yes\_\_\_ No\_\_\_

Contact name and phone number of person in charge of your company's scenery/props:

\_\_\_\_\_  
Name Telephone #

\_\_\_\_\_

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**PROJECTION**

1. Will you be using film as part of your event? Yes\_\_\_ No\_\_\_  
 16mm\_\_\_ 35mm\_\_\_ video\_\_\_
2. What aspect ratio is the film? \_\_\_\_\_  
*(Examples: 1.66, 1.85, Scope 2.35)*
3. What is the sound for the film/video? *Dolby Digital, SR*
4. What will your film be on?  
 Film: Core\_\_\_ Reels\_\_\_ Pre-Made\_\_\_ Video\_\_\_
5. If video, what is the format?  
*DVD (PAL or NTSC), Digibeta, BETA SP, Hard Drive, etc.*

What connections do you need from the playback source to the projector?

6. How and when will your film arrive to the theater?
7. Will you require a video projector? Yes\_\_\_ No\_\_\_  
*See rental rates for projector availability. Consult with  
 Production Manager regarding the technical specs of projector.*

Venue **does not** have video playback decks. Please make  
 arrangements to have playback deck(s) brought to the venue.

***Please note that all video projection is required to be run from the projection booth.***

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**MISCELLANEOUS**

1. Will you require a Stage Manager for your event? Yes\_\_\_ No\_\_\_  
*If so and you do not have a person, please provide a  
 running order.*
2. Will you need to use the **Venue's** Marle Floor? Yes\_\_\_ No\_\_\_  
 Dance Floor Rental:  
*See rental rates for marle availability.  
Please provide 3 rolls Black Gaffe tape when using venue's marle.*
3. Will you be video taping the event? Yes\_\_\_ No\_\_\_  
 Is this for archival purposes? Yes\_\_\_ No\_\_\_  
 Is the purpose for commercial uses? Yes\_\_\_ No\_\_\_
4. Will you need access to the laundry room and wardrobe equipment? Yes\_\_\_ No\_\_\_  
*Please note that laundry detergent is not provided.  
 Access to the laundry room is granted only to IATSE union wardrobe persons.*

5. Will your event need stanchions? Yes\_\_\_ No\_\_\_  
Please indicate quantity and where you would like the stanchions.
6. Will you have any form of setup in the lobby? Yes\_\_\_ No\_\_\_  
Please describe: (Posters, banners, displays, etc)
7. What is the duration/length of your show? \_\_\_\_\_  
Is there an intermission? Yes\_\_\_ No\_\_\_  
Times of: Act I\_\_\_\_\_ Act II\_\_\_\_\_ Act III\_\_\_\_\_
8. Will you be using any **fog or haze** during rehearsal/performance? Yes\_\_\_ No\_\_\_  
*Please note that the CMB Fire Marshal must be present for the use of all fog & haze in the building. Arrangements for a Fire Marshal must be made no later than five business days before first use of fog/haze.*

Please provide the Production Manager with a **sample schedule** of the day(s) of your event (setup, expected opening to the public, event start time, etc).

**Please note:** If you require **miscellaneous hardware** (i.e. tape, rope, gel, etc), these can be provided as an additional fee. (See disposables fee schedule)/

**Please check (√) the following:**

- Have you read and understood policies regarding booking procedure, rules, guidelines and payments?
- Have you read and understood policies of receiving and returning contracts?
- Have you submitted a signed copy of your IRS Form 990?
- Have you submitted a Certificate of Insurance?
- Spoken with venue Production Manager regarding technical requirements and estimates?
- Spoken with venue Box Office manager regarding ticketing?
- Returned a signed contract to the venue with deposit?

**Please note:** Venue requires you to hire their three IATSE union department heads: House Sound, House Lighting and House Deck Carpenter. This requirement applies to any work in the building. Other technical staff hired on "as needed" basis, based on the needs of the event and in accordance to the union contract.

**Lessee agrees to the terms and conditions of this Checklist**

**Lessee:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COLONY THEATER  
RENTAL EQUIPMENT RATES**

	<u>DAILY</u>	<u>WEEKLY</u>
BABY GRAND PIANO 6' 3" BALDWIN L1	\$250.00	\$750.00
WIRELESS MICROPHONES (4 HAND HELD, 6 LAVALIER, SONY)	\$50.00 (EACH)	\$150.00
FOLLOWSPOT	\$45.00	
MARLEY DANCE FLOOR	\$65.00 (ONE DAY) \$50.00 (SECOND DAY)	\$160.00
L'MAITRE DF-50 HAZER	\$85.00	
VIDEO PROJECTOR (Proxima Pro AV 9310)	\$160.00	