



THE WAR MEMORIAL

Located on West Lafayette Street Near The State House In Trenton's Historic Capitol District



Administrative Office:
609-984-8484

Box Office
609-984-8400

Mailing Address:
State of New Jersey
Department of State
PO Box 530
Trenton, NJ 08625

PATRIOTS THEATER RENTAL APPLICATION

Page 1 of 2

THIS IS NOT A CONTRACTUAL AGREEMENT. FORMAL CONTRACT WILL FOLLOW PENDING APPROVAL OF APPLICATION.

1. Organization/Presenter/Renter: _____
2. Address: _____
3. Requested date(s) for event: _____
4. Is this a non-profit organization? If so, please provide proof of non-profit status such as a copy of your 501-C 3 not-for-profit incorporation certificate. Non-Profit For-Profit Governmental Organization
5. Contact person: _____
6. Daytime telephone: _____
Evening telephone: _____
Fax: _____
E-mail _____
7. Title of event: _____
8. Type of event: Play Musical Opera Concert Dance Recital Conference Other
9. Names of artists/groups performing (if applicable): _____

10. Brief description of event: _____

11. Performance starting time: _____
12. Performance ending time: _____
13. Number of total hours needed in theater (for set-up, load-in/load-out, etc.) _____

Theater Application Form/2

Will you need an additional day(s) for rehearsal? If so, what is the requested date and time that you will need in the theater? _____

Please list separately the theatrical equipment that you will need. Please supply copy of Artist(s) technical rider (if applicable). Contracts will not be executed until technical rider is received and reviewed by the War Memorial. List on separate sheet the theatrical equipment that you will be bringing with you: scenery, sound, lighting, costumes.

If you are planning to present an event in the theater and sell tickets to the public, please list references at two similar venues at which you have presented in the last 12 months, as well as a bank reference for your organization.

1. _____
2. _____
3. _____

All War Memorial technical equipment must be operated *exclusively* by War Memorial stagehands. The War Memorial management, in consultation with the client, determines the labor requirements for each event. The client is provided with an estimate of labor costs prior to the signing of a contract. The stagehands will provide a separate invoice for services rendered.

Upon receipt and approval of the completed application by War Memorial management, a contract will follow for rental of space within the War Memorial. No date can be confirmed until the War Memorial receives a signed contract with a 50% deposit.

No event may be advertised or announced to the public until a fully executed contract has been approved.

Events advertised before contract is approved by The War Memorial risk cancellation.

Please return application to: Patriots Theater at the War Memorial OR fax to: 609-292-7636
PO Box 530
Trenton, NJ 08625

Please call (609) 984-8484 to assure that the rental application has been received.

Signature _____

Title _____

Date _____