

APPLICATION FOR RENTAL OF JOHN ANSON FORD THEATRES

John Anson Ford Amphitheatre and [Inside] the Ford theatre

2580 Cahuenga Blvd. E Hollywood CA 90068

Facility Rentals: 323-856-5793

Fax completed forms to: 323-464-1158

1. Contact Information

Producing Organization: _____

Contact Person: _____

Phone: _____

Email: _____

Website: _____

Mailing Address: _____

Non-profit corporation For-profit corporation LLC Sole proprietorship

2. Event Information

Event Title: _____

Type of Event: Music Dance Film Film/Television Shoot

Other: _____

Short Description of Event/Artists: _____

Number of Performers: _____

Facility requested (circle one): Amphitheatre [Inside] the Ford

Requested Performance Dates and Times: _____

Estimated Attendance: _____

3. Front of House

(Gates usually open 2 hours before event start time)

Event Start Time _____

Will there be an Intermission? Yes No If yes, how long? _____

Event End Time _____

Will you be selling merchandise? Yes No
(The Ford Theatre Foundation collects 25% of merchandise sales)

Do you plan to have any on-site receptions at your event? Yes No
(Receptions must be arranged with Event Services Manager in advance)

4. Box Office

The Ford's box office has the capacity to handle phone orders, mail-in orders, web sales and walk-up window sales (both advance and day-of-event sales). Producers also have the option of taking out tickets on consignment.

Check one:

- Tickets will be sold by Ford Box Office
- Some tickets will taken on consignment and sold by producer
- All tickets will be taken on consignment and sold by producer
- Event is a private party—no tickets will be sold.

Estimated ticket price: _____

Seating: Reserved General Admission

5. Marketing

Would you like your event to be included in the Ford Amphitheatre Summer Season Brochure? Yes No
(There is a \$500 fee for inclusion. Deadline to be included in the summer brochure is mid April every year).

How do you plan to promote your event? _____

(Communications Department must review all marketing materials prior to distribution)

Application does not constitute a confirmed rental. To book a date, a \$1000.00 deposit must be received and a contract must be executed. Additional information may be required concerning the producing organization, event and use of facility. **Please fax your completed application to 323-464-1158.**