

## CARL J. SHAPIRO THEATER RENTAL PROCEDURES

The Carl J. Shapiro Theater is one of the most popular spaces on the Brandeis campus. The 249-seat auditorium offers a wonderful arena for lectures, concerts, theatrical productions, and much more. Basic rental details are listed below.

### RENTAL TERMS

Any faculty, student or staff member may reserve the theater. Brandeis community members may reserve the theater free of charge and have access to the services listed below. If the event requires technical support, groups will be assessed a \$25 fee (see below). For groups charging an admission fee up to \$10, the theater will assess a \$1/seat sold commission for each performance. Groups charging admission fees of \$10-\$20 will be charged \$2/seat per performance. If groups ask for donations up to \$3, the group will instead be charged a flat \$50 fee to use the theater.

The following items will be provided free of charge for your event:

- Technical equipment including very basic lighting, corded microphones, a projector (with power point capabilities), and a VCR/DVD.
- Event planning meetings and pre-show walk-through of the theater.
- Staff set-up for your event.
- Use of the green room, scene shop, box office, and theater during scheduled event.

The following items will be provided for a \$25 fee:

- Basic staff support as needed during the event. This includes someone to staff and run all AV equipment as needed.
- Sound board capabilities with a CD player.
- Higher level lighting capabilities including a technician running the light board during your event.
- Additional accommodations may be provided. Please discuss further needs with the Operations Specialist.

### THEATER AVAILABILITY

Please use the request form to inquire about theater availability and feel free to email, fax it, or drop it off in the Student Activities Office to Stephanie Grimes, at 781-736-5065 or [grimes@brandeis.edu](mailto:grimes@brandeis.edu). She will contact you to discuss your reservation.

### PAYMENT METHODS

Payment of the rental fee should be submitted by check or by a department transfer. A quote for the total cost will be provided for your group two weeks prior to your event. For those groups paying based on ticket sales, we ask that you please submit a copy of your box office reports along with payment. Final payment should be received within one month of the final event date. Non-payment or late payments may impair future usage of the theater space. All checks should be made out to *Brandeis University*.

# Carl J. Shapiro Theater Request Form

Please fully complete both sides of this form and return it to  
Stephanie Grimes, Department of Student Activities at  
Mailstop 203, grimes@brandeis.edu, 781-736-5065 or by fax: 781-736-3579.  
Please note that completing and returning this form implies your request for space,  
and is not a confirmation.

Name of Event:	Date Of Event:     /     /
	Time and Length Of Performance:
Name of Sponsoring Organization:	Is your event date flexible?   Yes   No  Alternate Dates?
Address:	E-mail:
Contact Person:	Phone: (     )  Fax: (     )
Type Of Organization (please check one):  <input type="checkbox"/> Undergraduate Theatre Collective <input type="checkbox"/> Student Union Recognized Club <input type="checkbox"/> Brandeis Academic Department <input type="checkbox"/> Non-Brandeis Organization	Space You Are Requesting:  <input type="checkbox"/> Stage in front of curtain <input type="checkbox"/> Entire Stage <input type="checkbox"/> Ticket Booth <input type="checkbox"/> Scene Shop <input type="checkbox"/> Green Room
Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Performance <input type="checkbox"/> Rehearsal <input type="checkbox"/> Other _____	
<i>Please Fill In The Following, If Applicable:</i>	
Does your organization anticipate any special lighting/sound needs? Please explain.	
Do you have a person who will be running lights, sound, or other AV needs, or do you need that provided? (Please note that a fee will be assessed should you need the theater to provide technical support.)	
What house management set-up or services do you expect (ushers, registration tables, program distribution, etc.)? Will you be providing the people to take care of this?	

Do you need additional set up time before your performance? If so, how much time will you require? (Please note that these times are subject to theater availability and may be subject to additional fees)

What in house audio-visual will you be utilizing:

- Projector
- Screen
- VCR Player
- DVD Player
- Laptop hookup
- Microphones # \_\_\_\_\_ type \_\_\_\_\_
- CD Player

Will there be an admission charge? If yes, who will be selling the tickets or handling the donations? (Please note that all groups charging an admission or asking for a donation are subject to theater rental fees.)

Please provide a brief description of your event below. If your event involves speakers or performers from outside of the Brandeis community, please be sure to include who they are and what their performances entail. Also, please provide a website for our reference (if applicable).

Depending on the sponsoring organization and needs of the program, certain rental and associated fees may apply (i.e. building materials, additional rental equipment, paint, etc.). Please include, with this form, as complete a schedule as possible with regards to rehearsals and needs for the associated spaces as checked above. Upon confirmation of your request, a staff member will contact you regarding your program.

Please return this form, along with any questions or concerns, to Stephanie Grimes, Mailstop 203 at 781-736-5065 or [grimes@brandeis.edu](mailto:grimes@brandeis.edu).