

KiMo Theatre Rental Application

Information and Instructions

Submission of an application, or payment of a booking deposit, does **not** guarantee your rental.

Call the KiMo Theatre, (505) 768-3522, to inquire about availability, costs and restrictions before submitting this application. Preservation restrictions, physical limitations within the building, Fire Code regulations and previously scheduled events may affect or prevent your proposed event. Additional information about most of these limitations can be obtained on our **Rental Information** (web) page.

Fill in the application as completely as possible. Estimate if necessary. Call us if you have questions or need assistance with the form. An incomplete application will delay the processing of your request. As part of the approval process you will be contacted by KiMo staff to discuss specifics of your proposed event.

If you do not submit this Rental Application at least 3 months prior to your event please be aware that it may not be possible to: obtain some goods or services, effectively control your production expenses, obtain sufficient audience attendance, etc.

The City may deny a rental application if the Mayor determines that the proposed use is not in the best interest of the City.

Approval of your Application will be followed by a meeting for the signing of a Rental Permit.

Do not advertise or promote this proposed event in any way - until after your Rental Permit is signed by all parties. There is information in the Rental Permit that may cause you to: change some of your plans, reprint your advertising or adjust your ticket prices.

Booking Deposit Non-refundable, due with application, applied toward building rental.

\$250 for Non-profit organizations

\$500 for Commercial organizations

Damage and Compliance Deposit Refundable after the event if there is no damage to the building or violation of the Rental Permit requirements.

\$500 Non-Profit

\$1000 Commercial

Insurance

Renter must have General Liability Insurance in the amount of \$1,000,000 naming the City of Albuquerque as *additional insured*. Renter must present a valid Certificate of Insurance to the KiMo Theatre no later than 10 working days before move in.

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07-08

CONTACT INFORMATION

Organization _____

Mailing Address _____ **Zip** _____

Phone _____ **Fax** _____ **Website** _____

Contact Person / Producer _____

Daytime phone _____ **Email** _____ **Cell phone** _____

Alternate Contact Person _____ **Daytime Phone** _____

Commercial _____ **Non-profit** _____ **Fed. Tax ID #** _____

Renter must provide proof of non-profit / 501c3 status.

EVENT INFORMATION

Name of Proposed Event _____

Description of Event _____

Is this event open to the public and suitable for all ages? Yes _____ No _____

If no, Explain _____

List all dates and the specific **starting and ending times** you wish to use the theatre. From the time your first person or delivery arrives, until the load-out/clean up is finished.

If you are requesting to use the KiMo for more than one day please attach a detailed schedule and include **starting and ending times for each activity for each day**.

Requested starting date (mm/dd/yy) _____ Ending date _____

Move In and/or Set-up starting time _____

Rehearsal or sound check, starting time _____ ending time _____

Reception (if applicable), starting time _____ ending time _____

Performance, starting time _____ ending time _____

Performance #2 (if applicable), starting time _____ ending time _____

Load-Out and clean up finished by _____

If you have questions about items on this page, please call our Business Manager at (505) 768-3574.

Tickets

Will tickets be sold for this event? Yes _____ No _____

If no,

Explain _____

General Admission _____ or Reserved Seat _____

If tickets are sold it requires using the KiMo's contracted ticketing system. Ticket sales setup requires at least 5 business days. All ticket sales are subject to a City mandated service fee of \$1.50 per ticket.

Advertising – if tickets are sold

Any advertising must include the following statement: **Tickets available at Ticketmaster.com, at (505) 883-7800, all Ticketmaster outlets and at the KiMo Theatre Box Office.**

Front of House/Day of Event

Will you provide a minimum of 12 persons as Front of House staff for this event? Yes _____ No _____

Front of House staff must be at least 18 and arrive at the theatre at least one hour prior to the event and stay until the end of the event.

Ticket Sales 'At the Door'

Some Renters may have the option to use KiMo Box Office staff for 'At the Door' ticket sales. This option requires several weeks for ticket sales funds payment, please inquire.

Who would you prefer to sell the 'At the Door' tickets? KiMo Staff _____ Your Staff _____

If admission tickets are not sold or used, how will you confirm the attendance at your event?

Intermission(s) and Food Service

Will there be an Intermission? Yes _____ No _____ How many? _____ How long? _____

Will you be providing any Food or Beverage service? This includes backstage. Yes _____ No _____

If yes,

Explain _____

Merchandise Sales/Lobby Displays

Please note that there is very limited space for tables and/or displays in the KiMo Lobby.

Do you want to sell, give away or display anything in the lobby? Yes _____ No _____

What kind of items? _____

Lobby Displays, Concession or Catered Food Service: Set-up starting time. _____

Please allow at least 1 hour between the lobby set-up completion and your Event starting time.

BACKSTAGE / TECHNICAL

If you have questions about items on this page, please contact our Technical Manager at (505) 768-3578. Incomplete information will delay the processing of your request.

Who on your staff is responsible for coordinating the backstage / technical needs of the event?

(required) _____

Daytime phone _____ Email _____ Cell _____

Describe the technical needs of your production. List ALL items needed for your event: lighting, sound, video, special effects, etc. The KiMo cannot provide equipment it does not have. Please confirm the availability of critical items. If you need **any** assistance with determining the technical needs for your event call the KiMo's Technical Manager, 768-3578.

Please attach copies of any additional information.

Total number of all performers & participants. _____ Maximum dressing room capacity is 40 persons
Will you need to use the dressing rooms? Yes _____ No _____

Will you have performers under the age of 18? Yes _____ No _____ How many? _____
You must provide at least 1 chaperone for every 10 underage performers.

Are you hiring any Professional / Touring performers for this event? Yes _____ No _____
Please send us a copy of their Technical Rider.

Will you be recording, videotaping, photographing or broadcasting your event? Yes _____ No _____
Is the media invited to this event? Yes _____ No _____

Trained Theatrical Technicians

A minimum of two persons will be scheduled for the setup and operation of our lighting, sound or video systems for your event. They will be billed to you at \$22 per person, per hour.

Additional persons can be scheduled for you.

Do you have persons available to function as, lighting, sound and stage crew? Yes _____ No _____

Explain _____

There is no scene shop, 'fly' system or storage space at the KiMo Theatre. Scenery construction and painting are not allowed on the stage. Interior and exterior Fire Lanes may not be obstructed at any time.

Smoking, alcoholic beverages and controlled substances are totally prohibited on and backstage.

Contact our Technical Manager for the guidelines regarding **animals, flame, food and liquids, firearms and other weapons, incense and smoke effects, strobe lights, fog, etc.** **Non-disclosure of your use of these items can result in the cancellation of your event.**

* * *

your initials _____

Return this completed application to:

KiMo Theatre
423 Central NW
Albuquerque, NM 87102
fax (505) 768-3542