



## Rental Application

Thank you for your interest. To reserve a date, please **complete this form in its entirety and submit to the Rialto. Upon receipt, we will contact you to obtain technical information to prepare a more specific cost estimate for your event. To confirm dates, we require a nonrefundable deposit which will vary depending on the scope of your event.** Dates are booked on a first-come, first-serve basis. Due to University scheduling, dates requested after September in a particular year cannot be confirmed until April of that year.

Today's Date: \_\_\_\_\_

Dates Requested to be held (please indicate all days including set up and rehearsal):

1<sup>st</sup> Preference: \_\_\_\_\_ 2<sup>nd</sup> Preference: \_\_\_\_\_

Title of your event: \_\_\_\_\_

Brief Description of your event including the targeted audience:

\_\_\_\_\_

\_\_\_\_\_

How is this event being funded? \_\_\_\_\_

What is your production budget excluding any artists' fees and expenses? \_\_\_\_\_

Is this event ticketed or by invitation? \_\_\_\_\_ Estimate Attendance? \_\_\_\_\_

Have you produced this event in the past? \_\_\_\_\_ If so, at what venue and what was the house capacity? \_\_\_\_\_

Please provide a reference and contact number at a past venue \_\_\_\_\_

\_\_\_\_\_

Space(s) requested (please check all that apply):

Theater: (833 fixed seats, additional 36 in pit; use of lobby come with theater rental) \_\_\_\_\_

Lobby: (350 standing reception, 200 banquet, 150 theater style) \_\_\_\_\_

SunTrust Presidential Suite: (48 banquet style, 80 theatre style, 80 standing) \_\_\_\_\_



**Please provide a tentative schedule for your event:**

Access time for Setup: Lobby \_\_\_\_\_ Theatre \_\_\_\_\_  
Performance Start Time: \_\_\_\_\_ End: \_\_\_\_\_  
Load-Out Complete by: \_\_\_\_\_

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**Primary Contact:**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone(s) Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email \_\_\_\_\_

**Contractual Licensee Information:**

Company Name: \_\_\_\_\_  
Signatory Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Does the Licensee possess a federal not-for-profit 501(c)(3) certificate?** \_\_\_\_\_

*A copy of the Licensee's 501(c)(3) must be included with this application to receive the Not-for-Profit Rate.*

**Please indicate your understanding of the following contractual terms by initialing below:**

I understand that I will be required to pay a **deposit** ranging from \$1200 per day for lobby events to \$4000 per day for theater events to confirm these dates.

I understand that the **Rialto Box Office holds exclusivity for any events and/or activities that are ticketed**, exchange funds in any form for entry to the event or have reserved seating and that the Ticketing Agreement is a separate contract and ticketing services must be paid for prior to my show going on sale.

I understand that all documents such as the W-9, insurance, and automatic deposit forms must be returned 30 days prior to my event for refunds and/or ticketing revenues to be processed and that it **may take up to fourteen (14) business days after the event for the University to process the payment of these funds.**



I understand that I must provide a **certificate of insurance** totaling \$1,000,000 General Liability and \$2,000,000 Aggregate Liability or purchase limited insurance from the Rialto Center for \$250 per day.

I understand that if my event includes alcohol service, my caterer must provide **\$1,000,000 Liquor Liability** as well as General Liability coverage

I understand that **final payment of 100% of all fees and a signed Facilities Usage Agreement must be received no later than one month prior to the event** otherwise the Rialto reserves the right to cancel. I further understand that **fees can run from \$2,500 for a lobby event and between \$9,000 and \$13,000 for a single-day theater event**. These fees will be based on the technical and labor needs of the event and will be determined after a meeting with the Rialto production staff.

Please fax the completed form to 404.413.9801 Attn: Events Department or email it to us at [RialtoEvents@gsu.edu](mailto:RialtoEvents@gsu.edu)

**To expedite your application, please include a technical rider, run of show or any technical specifications you may have.**

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If you have questions, please contact the Events Department at 404.413.9814.