



**ORGANIZATION NAME:** \_\_\_\_\_

**PERFORMANCE NAME:** \_\_\_\_\_

In order to complete your rental contract for the **Colony Theatre**, it is necessary to provide us with information regarding your presentation, please read and complete the following, then fax or mail to:

**Val Medina**  
**Technical Director**  
**Colony Theatre**  
**1040 Lincoln Road**  
**Miami Beach FL, 33139**  
**305-674-1040 X 3 / Fax 305-532-1353**  
**ValMedina@MiamiBeachFl.Gov**

**LIGHTING**

1. Will you require and special lighting needs? Yes\_\_\_ No\_\_\_  
*(for example, moving lights, onstage instruments or practicals)*

If yes, please list: \_\_\_\_\_  
 \_\_\_\_\_

2. Are you planning to use the Colony House lighting plot? Yes\_\_\_ No\_\_\_  
*If no, please submit your proposed lighting plot no later than 30 days prior to load-in.*

3. Will you be using a follow spot? Yes\_\_\_ No\_\_\_  
*See venue rider/contract for availability and rental rates.*

4. Contact name and phone number of person in charge of your company's lighting:

\_\_\_\_\_ \_\_\_\_\_  
 Name Telephone #

**SOUND**

1. Will you be bringing in additional sound equipment? Yes\_\_\_ No\_\_\_  
*Including musical instruments?*

What are your Bands Requirements?  
 \_\_\_\_\_

Do you have a sound company or sound engineer? Yes No

2. Please describe your microphone needs: Include audience, instruments, emcee or off-stage announcements
3. Will you be using the Colony wireless lavalier or hand-held microphones? Yes\_\_\_ No\_\_\_  
*See rental rates for wireless availability.*  
 Number of wireless microphones?  
 Hand held \_\_\_\_\_ Lavalieres \_\_\_\_\_  
*Note: Colony own 4 hand held microphone and 6 lavalieres. Only 8 of the 10 can be used at once.*
4. Will you be using audio playback? Yes\_\_\_ No\_\_\_  
 Please check all appropriate media:  
 tape player: \_\_\_\_\_ CD Player \_\_\_\_\_ MP3 Player \_\_\_\_\_
5. Will you be using the **Colony's** Piano? Yes\_\_\_ No\_\_\_  
*See rental rates for piano availability.*
6. Will you be using the **Colony's** Orchestra pit? Yes\_\_\_ No\_\_\_
7. Contact name and phone number of person in charge of your company's sound:

\_\_\_\_\_  
 Name Telephone #

### SCENERY

1. Will you need to hang scenery over the stage? Yes\_\_\_ No\_\_\_  
 Please describe:  
 \_\_\_\_\_  
 Will you be bringing your own hanging/rigging equipment for these hanging items? Yes\_\_\_ No\_\_\_
2. Will you have freestanding scenery? Yes\_\_\_ No\_\_\_  
***Please note the venues do not permit screws or fasteners on the theatre floor.***  
 Please describe:  
 \_\_\_\_\_
3. Will you be using the main curtain? Yes\_\_\_ No\_\_\_
4. Will you need access to the audience from the stage? Yes\_\_\_ No\_\_\_

Contact name and phone number of person in charge of your company's scenery/props:

\_\_\_\_\_  
 Name Telephone #

**PROJECTION**

1. Will you be using film as part of your event? Yes\_\_\_\_ No\_\_\_\_  
16mm\_\_\_\_ 35mm\_\_\_\_ video\_\_\_\_
2. What aspect ratio is the film? \_\_\_\_\_  
(Examples: 1.66, 1.85, Scope 2.35)
3. What is the sound for the film/video? *Dolby Digital, SR*
4. What will your film be on?  
Film: Core\_\_\_\_ Reels\_\_\_\_ Pre-Made\_\_\_\_ Video\_\_\_\_
5. If video, what is the format?  
*DVD (PAL or NTSC), Digibeta, BETA SP, Hard Drive, etc.*

What connections do you need from the playback source to the projector?

6. How and when will your film arrive to the theater?
7. Will you require a video projector? Yes\_\_\_\_ No\_\_\_\_  
*See rental rates for projector*
8. Will you require DVD or Blu-Ray Playback Decks Yes\_\_\_\_ No\_\_\_\_  
*See Rental rates*

***Please note that all video projection is required to be run from the projection booth.***

**MISCELLANEOUS**

1. **You are required to have a Stage Manager for your event.  
*If you do not have one, please contact Gary Lund .***
2. Will you need to use the Venue's Marle Floor? Yes\_\_\_\_ No\_\_\_\_  
*See rental rates for marle availability.*  
**Please provide 3 rolls Black Gaffe tape when using venue's marle.**
3. Will you be video taping the event? Yes\_\_\_\_ No\_\_\_\_  
Is this for archival purposes? Yes\_\_\_\_ No\_\_\_\_  
Is the purpose for commercial uses? Yes\_\_\_\_ No\_\_\_\_
4. Will you need access to the laundry room and wardrobe equipment? Yes\_\_\_\_ No\_\_\_\_  
*Please note that laundry detergent is not provided.*  
*Please See Rental Rates*
5. Will your event need stanchions? Yes\_\_\_\_ No\_\_\_\_  
*Please indicate quantity and where you would like the stanchions.*

6. Will you have any form of setup in the lobby? Yes\_\_\_\_ No\_\_\_\_  
Please describe: (*Posters, banners, displays, etc*)

7. What is the duration/length of your show? \_\_\_\_\_  
Is there an intermission? Yes\_\_\_\_ No\_\_\_\_

Times of: Act I\_\_\_\_\_ Act II\_\_\_\_\_ Act III\_\_\_\_\_

8. Will you be using any **fog or haze** during rehearsal/performance? Yes\_\_\_\_ No\_\_\_\_

***Please note that a City of Miami Beach Fire Marshal must be present for the Use of all fog & haze in the building. Arrangements for a Fire Marshal must be made no later than five business days before first use of fog/haze.***

Please provide the Technical Director with a **sample schedule** of the day(s) of your event (setup, expected opening to the public, event start time, etc).

**Please note: If you require miscellaneous hardware (i.e. tape, rope, gel, etc), these can be provided as an additional fee.**

**Please check (√) the following:**

- Have you read and understood policies regarding booking procedure, rules, guidelines and payments?
- Have you read and understood policies of receiving and returning contracts?
- Have you submitted a signed copy of your IRS Form 990?
- Have you submitted a Certificate of Insurance?
- Spoken with venue Technical Director regarding technical requirements and estimates?
- Spoken with venue Box Office manager regarding ticketing?
- Returned a signed contract to the venue with deposit?

**Please note:** Venue requires you to hire their three IATSE union department heads: House Sound, House Lighting and House Carpenter (Steward). This requirement applies to any work in the building. Other technical staff hired on "as needed" basis, based on the needs of the event and in accordance to the union contract.

**Lessee agrees to the terms and conditions of this Checklist**

**Lessee:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COLONY THEATRE  
RENTAL EQUIPMENT RATES**

Marley Dance Floor	\$ 65.00 First Day	\$ 50.00 additional days
Wireless Microphone**	\$ 50.00 per day	\$ 150.00 weekly
Analog Monitor Mix of 5-8	\$ 300 per day	(Additional Sound Engineer TBD)
35mm Film Projector	\$ 150.00 per day	
Video Projector (2100 Lumens)	\$ 100.00 per day	
HD Projector (8000 Lumens)	\$ 500.00 per day	
M.-W HD Projector	\$ 350.00 per day	
DVD Player	\$ 50.00 per day	\$ 200.00 per week
Blu-Ray Player	\$ 50.00 per day	\$ 200.00 per week
Piano	\$ 250.00 per day	\$ 750.00 weekly
Spot Light	\$ 50.00	
DF-50 Hazer	\$ 75.00	
Platform/Risers	\$ 15.00 per riser or platform per day	
Laundry Facilities	\$ 25.00 per day	\$75.00 per week.
Equipment Subject to Sales Tax	7.0% sales tax	

\*\* Batteries not included

Please return with **YOUR** Technical Rider.

**Address all Technical inquires to:**

**Val Medina**  
**Technical Director**  
*Colony Theatre / Byron Carlyle Theater*  
*City of Miami Beach Fl.*

**Office:** 305 674-1040 X 3

**Fax:** 305 532-1353

**Cell:** 305 492-9230

**Email:** [ValMedina@MiamiBeachFl.Gov](mailto:ValMedina@MiamiBeachFl.Gov)