

SF Ballet 2019/2020 Facility Rental Request

Name of Organization: _____

Address: _____

Contact Person: _____

Phone: _____ E-mail Address: _____

Contact Person(s) Attending Audition: _____

Phone: _____ E-mail Address: _____

The company/organization/school is a 501(c)3 non-profit organization. Yes No
 If yes, please provide a copy of the IRS Determination Letter to receive the non-profit room rental rate.

RENTAL DATE AND TIME (please include time for registration, setup, breakdown cleanup, etc.)

	Date	Start Time	End Time
1 st Choice			
2 nd Choice			
3 rd Choice			

Estimated # of Participants: _____ Number of sessions/groups/classes: _____

SCHEDULE: If you plan to hold auditions for different groups, please indicate the time of these auditions.

Group	Start Time	End Time	Estimated #

Please check the appropriate boxes:

The organization will require the use of a Classical / Contemporary Pianist. The organization agrees to pay the Pianist directly at the conclusion of the rental at a rate of **\$65.00** per hour (or half hour). Pianist start & finish times: _____

The organization requests additional equipment (tables, chairs, CD, iPod, DVD, etc.): _____

I have read and understood the SF Ballet Facility Rental Guidelines. I understand that costs and fees may apply for room rentals, staffing, and audition pianists. If the rental requires additional SF Ballet staff to accommodate the rental, or if the rental is outside of normal operating hours, the organization agrees to pay SF Ballet at a rate of \$50/hour per staff member (\$75/hour per staff member on holidays & non-operating days). Rental payment is due two weeks prior to the rental date. See SF Ballet Facility Rental Guidelines for details.

Other requests, comments, or information: _____

Signature

Date

Please complete and submit your Rental Request Form to:
 San Francisco Ballet
 Attn: Yana D. Vincent
 455 Franklin Street, San Francisco, CA 94102
 Phone (415) 865-6695 ♦ Fax (415) 861-2684 ♦ Email yvincent@sfballet.org