



Jay and Linda
GRUNIN CENTER
FOR THE ARTS

RENTAL EVENT QUESTIONNAIRE

College Drive, PO Box 2001 • Toms River, NJ 08754-2001
phone 732.255.0400 ext. 2285
fax 732.864.3853

This application is intended to provide initial information of the needs of potential clients of the Jay and Linda Grunin Center for the Arts. This application must be submitted for your rental to be considered. A final commitment to use the Grunin Center facilities is not made until a Rental Agreement has been issued by the Grunin Center, signed by the client and returned with the event deposit as specified in the Rental Agreement.

REQUESTED VENUE/FACILITY

<input type="checkbox"/>	Black Box Theatre	<input type="checkbox"/>	Main Stage Theatre	<input type="checkbox"/>	Gallery
<input type="checkbox"/>	Black Box Lobby	<input type="checkbox"/>	Main Stage Lobby		
<input type="checkbox"/>	Green Room/Rehearsal A117				

TODAY'S DATE

ORGANIZATION NAME

ADDRESS

PLEASE CHECK CORRESPONDING AFFILIATION

<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>	School/University
<input type="checkbox"/>	Profit	<input type="checkbox"/>	OCC Organization

PRIMARY CONTACT

NAME

POSITION

PHONE #

CELL PHONE

E-MAIL

EVENT DATE(S) AND TIMES REQUESTED

NAME OF EVENT

EXPTENDED NUMBER OF ATTENDEES

TYPE OF EVENT (Choose one)

<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Public Speaker	<input type="checkbox"/>	Film
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Orchestra/Concert	<input type="checkbox"/>	Other

(continued)

PLEASE GIVE A DETAILED DESCRIPTION OF THE EVENT YOU ARE PLANNING

ACCESS TIME (Please be as specific as possible, including all preparations, event, and removal time that you need.)

CLIENT ARRIVAL TIME

EVENT TIME to

REMOVAL AND CLEAN UP TIME

ADDITIONAL ITEMS NEEDED (At additional cost)

Please specify all additional items needed as per GRUNIN CENTER RENTAL RATE LIST:

ADDITIONAL FACILITIES OR CATERING NEEDED (Any tables or chairs needed.)

SPECIFIC TECHNICAL NEEDS Please describe any specific technical needs that your event will require.

Please include the following needs: lectern with microphone, Q & A microphones, projection for PowerPoint or video.

DO YOU HAVE A TECHNICAL RIDER AVAILABLE?

IS THERE ANY OTHER INFORMATION ABOUT YOUR EVENT THAT YOU CAN SHARE WITH US AT THIS TIME?

SUBMIT COMPLETED FORM TO: jmcconnell@ocean.edu

Johanna McConnell, Patron and Artist Services, Ocean County College • 732-255-0400 ext. 2285

upd. 8/2016