



## Rental Event Questionnaire

This application is intended to provide initial information of the needs of potential clients of The Grand Opera House. This questionnaire must be submitted for your rental to be considered. Your date and event will be confirmed once an invoice has been agreed upon and a contract has been made, signed and returned.

Questions?

Contact Jessica Lewis

302-658-7897 ext: 3405

[jlewis@grandopera.org](mailto:jlewis@grandopera.org)

### Renter Information

Event Name: \_\_\_\_\_

Requested Event Date: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Authorized to Speak on Behalf of Renter: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested venue/facility: *(please check one)*

Sarah Bernhardt Salon

baby grand Lobby

Wesler Room

Studio 1

Ninth Muse

baby grand Stage

Copeland Hall Stage

Have you ever utilized any of our venues before? *(please check one)*

Yes      When? \_\_\_\_\_

No

How did you hear about us? *(please check all that apply)*

- Attended a previous event       Attended a performance       Web search  
 Word of mouth       Referral  
 Other \_\_\_\_\_

### **Event Information**

Please describe your event in detail *(please include expected number of guests)*:

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### **Preliminary Timeline**

What time will the first person from your event arrive for setup? \_\_\_\_\_

Will you have catering? What time will they be needed? \_\_\_\_\_  
*(All catering MUST be through The Grand's preferred catering list)*

What time will guests begin to arrive? \_\_\_\_\_

What time will your event begin? \_\_\_\_\_

What time will your event conclude? \_\_\_\_\_

What time will the last person exit the facility? *(Must be by 11pm)* \_\_\_\_\_

Please check requested tables: *(subject to availability)*

- 4 ft. table (1 available)      Quantity: \_\_\_\_\_  
 6 ft. table (16 available)      Quantity: \_\_\_\_\_  
 8 ft. table (16 available)      Quantity: \_\_\_\_\_  
 60" Rounds (25 available)      Quantity: \_\_\_\_\_

How many chairs will be needed for your event? *(200 available in house)* \_\_\_\_\_

### **Beverages**

**\*\*NO outside beverages are permitted in the building! Everything must come from our stock\*\***

What beverages would you like available to your guests at NO COST TO THEM?

- Coffee       Tea       Juice       Water  
 Soda       Beer       Wine       Liquor

Would you like regular or premium alcohol?       Regular       Premium

Would you like to have a cash bar on certain items? *(please circle)* YES or NO

If so, what would you like offered at the cash bar?

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