



Rental Information Form

Thank you for your interest in renting The Reser. To effectively assist you, please answer the questions below with as much detail as possible.

Organization: _____

Non-Profit (Proof of 501c3 Status Required)

Event Title/Description: _____

Event Type: Concert Speaker Meeting
 Dance Gala Class
 Theater Reception Other

Contact Person: _____

Phone Number: _____

Email Address: _____

Attendance: Public (All events available to the public are ticketed.)
 Private (Invite Only)

Estimated Number of Attendees: _____

Is this the first time you have produced this event? If yes, how many guests attended? _____

Space(s) Needed: Mainstage Theater Lower Lobby
 The Lab Outdoor Plaza
 The Pavilion Entire Building

If unsure what space you are interested in, leave blank and we can determine the best fit.

Event Start Time: _____ Event End Time: _____

List all preferred event dates in order of preference:

Will this event require an additional rehearsal day? Yes
 No

Catering: The Reser partners with many local and trusted catering professionals who are familiar with our facilities, rules, recycling, and cleanup requirements. The Reser requires the use of one of these catering partners for your food and beverage needs. Because of our commitment to these caterers, you may not bring in your own food or choose a caterer that is not on the list.

Concessions: On behalf of The Reser, Lionheart provides concessions at all public events.

Room Set-Up Needs: Tables How many? _____
 Chairs How many? _____
 Risers (Wanger 4x8 platform risers. Leg sizes 8 in, 16 in, 24 in 32 in) How many? _____
 Music Stands How many? _____
 Lectern _____

Audio/Visual: Speakers How many? _____
 Microphones How many? _____
 Projector _____

Other amplified items? Description: _____

Other production needs: _____

Email a copy of the completed form to rentals@thereser.org. After submission, our rental team will be in touch within 7 days. Please call (971) 501-7762 if you need assistance filling out this form. Please note that we are not able to respond to specific date availability requests on the phone or in person at The Reser.

Disclaimer: Dates without events on The Reser's website do not indicate that a date is available for use. Many dates held by clients and held internally for technical reasons are not listed on the website.