

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:

<input type="checkbox"/> Concert	<input type="checkbox"/> Speaker	<input type="checkbox"/> Meeting
<input type="checkbox"/> Dance	<input type="checkbox"/> Gala	<input type="checkbox"/> Class
<input type="checkbox"/> Theater	<input type="checkbox"/> Reception	<input type="checkbox"/> Other

Contact Person: _____

Phone Number: _____ Email: _____

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? Yes No

If not, how many guests attended in the past? _____

Where else have you produced the event? Please list the dates.

Space(s) Needed:

<input type="checkbox"/> Mainstage Theater	<input type="checkbox"/> Lower Lobby
<input type="checkbox"/> The Lab	<input type="checkbox"/> Outdoor Plaza
<input type="checkbox"/> The Pavilion	<input type="checkbox"/> Entire Building

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

List all preferred event dates in order of preference.

Listing 3 preferred dates increases the chances of an available date for your event.

Event Start Time: _____ Event End Time: _____

Will this event require an additional rehearsal day? Yes No

Catering: The Reser partners with 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. Renters with culturally-specific catering needs may be eligible for a waiver to bring in their caterer of choice from a licensed kitchen.

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

Room Set-Up Needs:	<input type="checkbox"/> Tables	How many? _____
	<input type="checkbox"/> Chairs	How many? _____
	<input type="checkbox"/> Risers (Wanger 4x8 platform risers. Leg sizes 8 in, 16 in, 24 in 32 in)	How many? _____
	<input type="checkbox"/> Music Stands	How many? _____
	<input type="checkbox"/> Lectern	
Audio/Visual:	<input type="checkbox"/> Speakers	How many? _____
	<input type="checkbox"/> Microphones	How many? _____
	<input type="checkbox"/> Projector	

Please list any other needs not described above.

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.