

**Submission Form for Production - Vail-Leavitt Music Hall**

(rev. March 2015)

PO Box 147, Riverhead NY 11901 Email: [vlmusichall@gmail.com](mailto:vlmusichall@gmail.com)

Producer/Lessee:

Contact person:

Mailing Address:

Town/City:  State:  Zip:

Phone 1:  Phone 2:

Email:

Website:

Title of Show/Performance:

Scheduling preferences - include ***all*** dates with start times, duration (in whole hours) and type code for each.

**Type codes:** "R"=rehearsal, "T"=tech rehearsal, "P"=performance

(If more than 4 total dates are requested, please send a separate email making a "SPECIAL REQUEST" to the board at least 4 months in advance of first date.)

Date 1:  Start time 1:  Duration:  hours Type:

Date 2:  Start time 2:  Duration:  hours Type:

Date 3:  Start time 3:  Duration:  hours Type:

Date 4:  Start time 2:  Duration:  hours Type:

Check any criteria which may apply:

Non-profit  Educational  Historical

**The total capacity of the upstairs Opera House is approximately 220 seats.** Standard rentals are for 6 hours; typically including 2 hours for open/setup, 3 hours for performance and 1 hour for breakdown and cleanup. *You must use our house technician(s) for sound and lights unless you are bringing your own equipment.*

**Our Sound Equipment consists of:**

**Board:** Mackie CFX16 Mixer with built in digital effects & EQ

**Compressor:** Samson S-COMP compressor

**Power Amp:** QSC Power Amp RMX2450

**Main Speakers:** 2 JBL MP225 dual 15" 2 way speakers

**Monitors:** JBL EON10 G2

**Other speakers:** 12" Speakers in rear of balcony - 15" speakers in rear of main floor

(Both controlled by separate amp under board, by utility out)

**Other information:** 6 inputs in stage box, 2 returns in stage box,

1 input in rear of stage, 2 XLR inputs in front of stage

Please describe the nature of the proposed performance/presentation. (1500 character total limit). Specify if it is geared to any particular age or other audience demographic group. Include a description of stage/power requirements and provide a description of equipment you will be bringing, as well as any special requirements (props, tech support etc.) **Note:** We cannot guarantee that all requests for additional support will be met.)

Proposed admission price schedule: Advance/online price:  At the door:

If a link directing patrons from the Vail's website to yours/your event is desired, please provide link information here:   
(80 char. limit)

Any promotional graphics or additional links must be provided to the Vail-Leavitt via email. Window poster space at the Music Hall is limited and only provided on an "as available" basis. It is the sole responsibility of the promoter/producer to publicize the event.

Do you have liability insurance for your performers/staff?  Yes  No

*The renter is responsible to sell and collect tickets the day of the show. Be sure to bring a bank for change.*

Unless specifically approved in advance, Vail-Leavitt Music Hall exclusively retains the right to sell refreshments and its own merchandise as well as conduct fund raising (such as raffles). If you desire other merchandising or fund raising activity for this event, please describe nature and type (1000 char limit):

Vail-Leavitt Music Hall is supported through non-profit and corporate sponsorship and volunteer participation. The rental fee is on a "sliding scale" which may be affected by multiple factors such as technical or support considerations, nature and type of performance, and the interests and goals of the Music Hall. Additionally, the Music Hall retains the right to decline any proposal at the board's sole discretion.

**Email this completed PDF form to: [vlmusicall@gmail.com](mailto:vlmusicall@gmail.com)**

**Alternatively, you may mail the completed form to:**

Vail-Leavitt Music Hall – Proposals  
PO Box 147  
Riverhead, NY 11901