



Kelsey Theatre at Mercer County Community College
1200 Old Trenton Road, West Windsor, NJ 08550

KELSEY THEATRE USE REQUEST

Event Organizer _____
(Name of college office or external organization)

Contact Name _____ e-mail _____

Address _____ Phone _____ Ext. _____

Event/Activity Name _____

1. Day/Dates _____ Time from _____ to _____ Event start time _____

2. Day/Dates _____ Time from _____ to _____ Event start time _____

3. Day/Dates _____ Time from _____ to _____ Event start time _____

Estimated Attendance _____ Insurance Carrier _____
(Please provide proof of insurance along with this form)

AUDITORIUM / ON-STAGE NEEDS

(Number or check mark where applicable)

FURNITURE: Podiums _____ Tables 6' _____ 8' _____ Chairs _____ Other _____

SOUND: Microphones: Podium _____ Table _____ Hand Held _____ Lavalier/Lapel Mic _____

Music: Pre Show _____ Post Show _____ Cued _____
(Sponsor is responsible for providing music files or streaming account)

Piano: Baby Grand _____ (\$ Fee will be charged for tuning) Digital _____

LIGHTING: General Wash _____ Focused Area _____ Cued _____

MULTIMEDIA NEEDS:

Sponsor is responsible for providing any laptops needed. All music, videos, movies, and PowerPoint presentations must be provided to the Technical Theatre Coordinator prior to the event.

- ☐ Projector connection for your Laptop - must have HDMI (If MAC, you must bring your own adaptor)
- ☐ Sound System connection - Laptop
- ☐ Internet connection - Laptop
- ☐ Projection for DVD/Blu Ray
- ☐ Live-Stream of event

LOBBY NEEDS

(Number or check mark where applicable)

FURNITURE: Tables 6' _____ 8' _____ Chairs _____ Other _____

Do you request permission to serve food or beverages? Yes _____ No _____

(If so: You are required to supply two (2) ushers 45 minutes prior to curtain time to ensure food/beverages are not taken into auditorium)

Description of food or beverages _____

I _____ have read and will assume responsibility for adhering to all Kelsey Theatre rules.

- Submission of this form constitutes a request for space use. See "Schedule A" for complete pricing guide before submitting.
- You will receive a QUOTE for the rental including any tech fees and a "cleaning fee."
- Once approved, you will receive an email confirmation constituting a firm reservation.
- QUESTIONS?: email Nick Mastalesz at mastalen@mccc.edu
- All Live-Stream must go through MCCC. Contact Dave Valentino: <https://tinyurl.com/MCCCMediaLiveStreamForm>
- PAYMENTS and a copy of your EVENT INSURANCE for Rentals are DUE ONE MONTH PRIOR TO EVENT or at TIME OF BOOKING if booked less than a month before the rental dates.
- Event Organizer MUST provide 48 hour notice if you decide to cancel this event.
- If you cancel this event with less than 48 hours' notice you will be liable for the full amount of rental.
- If it is discovered that these rules are not followed, you may be subject to a fine(s).



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SCHEDULE A PRICING *Effective August 1, 2024*

THEATRE RENTAL FEE..... \$200 per hour, includes one (1) house manager

EVENT TECHNICIAN..... \$25 per hour, per technician

**CLIENT PROVIDED TECH.
TRAINING FEE..... \$50**

**CAMPUS RESOURCE FEE ON
ALL RENTALS..... \$350**

PIANO TUNING FEE..... \$150

- The technical coordinator will determine the number of technicians required based on the complexity of your events set up and strike.
- There is a strict 4 hour minimum for each technician.
- Technician's times are mandatory 2 hours prior to your event start time and 1 hour minimum after the conclusion of your rental time.
- You may provide your own technicians at your own agreed upon rate however outside technicians **MUST** attend a training session to use any Kelsey Theatre equipment. *A \$50 training fee will be applied per technician that is being trained.*
- If you require the use of our Baby Grand piano you will be responsible for paying a tuning fee. NOTE: in some instances the Baby Grand piano may not be able to be moved onto the stage due to scenery limitations. The Kelsey Theatre needs a month to set up a tuning for our baby grand piano.
- PAYMENTS and a copy of your EVENT INSURANCE for Rentals are DUE ONE MONTH PRIOR TO EVENT or at TIME OF BOOKING if booked less than a month before the Rental dates.
- Event Organizer **MUST** provide 48 hour notice if you decide to cancel this event. *If you cancel this event with less than 48 hours' notice you will be liable for the full amount of rental.*
- If it is discovered that these rules are not followed, you may be subject to a fine(s).

CONTACT INFORMATION:

Kelsey Theatre Artistic Director: M. Kitty Getlik • 609-570-3580, getlikk@mccc.edu
Technical Theatre Coordinator: Nick Mastalesz • 609-570-3584, mastalen@mccc.edu
Live-Stream: Dave Valentino • valentid@mccc.edu or Robert Monegro • monegror@mccc.edu



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THEATRE USE RULES

As Sponsor of your event you are responsible for adherence by cast, crew and audience members to the **Theatre Use Rules**.

BALLOONS

Helium balloons are not allowed inside the Kelsey Theatre Auditorium.

CATWALKS/LIGHTING

- Only permitted personnel may go up to the catwalks.
- Nothing can be strung through Fire doors.
- No cables should run across floor (all must be routed overhead).
- Catwalks must be left clear of debris.
- Everything must be adequately secured.
- The "Kelsey Theatre REP light plot" should not be touched. All lights that are moved by your designer **MUST** be returned to their proper positions.
- The booth should be clean at all times. Gels, gel frames, gobos, gobo holders etc should be put back. **SHOP AND SHOP SUPPLIES** Shop equipment and tools are **NOT** available for company use. Please inform everyone not to touch this dangerous equipment.

DRESSING ROOMS

- The main dressing rooms may be in use for the show in production, if they are available the Kelsey Theatre Technician can open them for you.
- If the main dressing rooms are not available or if you require additional dressing rooms, there are two spaces available for your use in the Theatre Annex. Please keep area clean.

EMERGENCY INSTRUCTIONS

If anyone is injured you must file a report with security—all visiting companies must carry their own insurance.

MEDICAL EMERGENCY PROCEDURES

- The following are MCCC's telephone procedures for reporting a medical emergency to Security. This information is essential in order for the desk officer to give the appropriate information to the local Rescue Squad and Capital Health's Lifemobile.
- If the emergency is life threatening please call 9-1-1 first, then report to Security.
 - Identify yourself and the location you are calling from.
 - State the emergency and if an ambulance is needed or if one has already been called.
 - The following information may be required by the Security Desk Officer:
 - Is the person male or female
 - Is the person conscious
 - Approximate age of the person
 - Is the person bleeding

FIRE REGULATIONS

- Keep backstage spiral staircases clear at all times (nothing should be left on steps or in front of stair exit).
- Backstage breaker panel and house light panel (USL) should be clear and easily accessible.
- Make sure all Fire doors/Extinguisher cabinets are clear from blockage including the Up Stage Right Door.
- Do not run extension cords across the floor unless adequately protected from damage and tripping.
- Unplug any extension cords and clip lights (as per fire code) at the end of the night. (Must be done Every Night!)
- **DO NOT LEAVE ANY DOORS PROPPED OPEN** except Booth, Dressing Room and Green Room, including the "Annex" & side Theatre door, fire stairwells.

FIRE EVACUATION PROCEDURES

IN CASE OF FIRE Persons in lobby and office area should exit through front doors. Persons in audience rows A-J should exit through lower auditorium fire exit doors. Persons in audience rows K-P and control booth should exit through upper auditorium fire exit doors into fire tower stairwells and proceed down two flights to outside exit. Persons onstage should exit through fire door on back wall stage right (loading dock). Persons in shop area should exit through door at loading dock in new section of shop area. Persons in catwalks should proceed to rear of theatre and exit through fire doors to stair tower and proceed down to exit on first floor.

FOOD AND BEVERAGES

- NO FOOD OR BEVERAGES (except water) ARE ALLOWED IN THE THEATRE AUDITORIUM, DRESSING AREAS. No exceptions!
- Refreshments for the audience must be approved by the Theatre Manager and may be served in the lobby area or outside only. It is your responsibility to supply ushers to make sure no food or drink other than water is taken into the theatre.

LIVE-STREAMING

- All Live-Streaming using our cameras must go through the College's scheduling system.
- Fill in this form to receive a link for the Live-Stream: <https://tinyurl.com/MCCCMediaLiveStreamForm>
- If you have any questions contact Dave Valentino, ValentiD@mccc.edu or Robert Monegro, MonegroR@mccc.edu

LOBBY

- Kelsey Theatre tables are located by the vending machines in the lobby. We have 4 – 8' tables and 2 – 6' tables available.
- Please clean them off after your use.
- Limit 4 tables can be set up in lobby.
- Do not move any tables, chairs or benches in front of any door (fire closets, tower exit doors etc.).

PARKING

- You may unload equipment at the Kelsey Theatre Loading Dock, but vehicles must be moved to the parking lot immediately after loading or unloading.
- You may not leave vehicles in dock, or by side door.

SCHEDULING

- Once your request has been approved we will send you a Theatre Use Confirmation at that time your reservation is set and the space is being held for you.
- If for any reason you must cancel or postpone your event please give the Kelsey Theatre management 48 hours notice.
- You will be assigned a House Manager and work lights will be turned on.
- If other technical assistance is needed, for any lighting, sound or projection, there will be an additional charge for each additional person.
- SEE SCHEDULE A

SMOKING AND ALCOHOL

- No smoking or alcoholic beverages are allowed in the Kelsey Theatre at any time.
- If smoking or open flame is a part of your show you must consult with the Technical Theatre Coordinator and have water or wet sand in stage ashtrays, a sand bucket in both wings and someone standing by with a fire extinguisher in your backstage wing, also, all scenery and costumes must be fireproofed.
- MCCC is a smoke free campus; smoking is only permitted within your own vehicle.

STAGE

- It is possible that your event will be on another company's set. Please make sure that your cast and crew know not to move or use this company's scenery and not to touch the cyc (the large blue piece of material in the back of the stage).
- Check with the Kelsey Technician before pulling any curtains.

ORCHESTRA SUPPLIES AND PIANOS

- Use of the Kelsey Theatre pianos will incur a \$150.00 fee for each piano used.
- NO FOOD OR BEVERAGES should ever be placed on ANY MCCC piano.
- Approval MUST be obtained before moving any MCCC piano, and you are expected to return the piano to its proper area when your production is done.
- The baby grand may not be available if there is a set that prohibits its movement.
- Pianos (digital and baby grand) must be closed and covered with their blankets at the end of each rehearsal and/or show
- The Kelsey Theatre needs a month to set up a tuning for our baby grand piano.
- Kelsey Theatre has 18 music stands and 12 stand lights. If any of these items are used during your run, they must be put back into the "pit loft" during load out. Please let the technical coordinator know if any bulbs are burnt out or if anything is missing.

AT THE END OF THE NIGHT & AT THE END OF THE EVENT

- Make sure Dressing Rooms, Green Room, Booth and Prop Closets are locked and Trash cans are pulled and placed in hallway for pick up.
- Make sure additional Dressing areas (in TH Annex, Shop or any other area used for Dressing or Makeup are cleaned up, chairs stacked on the side and tables folded and stored.
- DO NOT LEAVE VALUABLES or ANY ITEMS THAT COULD BE TAKEN OVERNIGHT.
- Make sure that you take all of your equipment and handouts with you.