

BLUEBARN Rental Worksheet

This form is intended to help facilitate your inquiry into hosting an event at the BLUEBARN. You may use it personally to help articulate your wants and needs, or as a 'first contact' document to be sent to our rentals manager in advance of a site visit or telephone call.

General Information

Name of Organization or Event Host: _____

Nature of Event (seminar, reception, retreat, etc): _____

Primary Contact: _____

Phone: _____ E-mail: _____

What are the prospective dates for your event? _____

Length of Event (approx. hours): _____ Time of Day: _____

Which of our spaces are you interested in? _____

Expected Attendance: _____ Would you like to arrange a site visit? _____

Audio/Visual Requirements

The BLUEBARN offers basic lighting in its theater space based on the current design of the space. We also offer custom lighting design and a board operator for a nominal fee. Please indicate below if you are interested any of the following:

Spotlight or Multiple Looks: Custom Lighting Design:

Light Board Operator: *Projector/Projection Screen:

*Video Monitor/Playback:

Other: _____

The BLUEBARN has multiple ways to play recorded music directly through our sound system, including SD cards, laptop or cellphone connections, and flash-drive access. We also offer custom sound design and a board operator for a nominal fee. Indicate below if you are interested in any of the following:

Recorded Music: Custom Sound Design:

Sound Board Operator: Portable Speakers:

Lavalier Microphones: Microphone with Stand:

Other: _____

**requires an outside vendor*

Food & Drink

Please indicate below if you're are interested in any of the following food and/or beverage services for your event. Service Personnel are inclusive with Catering Creations arrangements. In-house bartenders will be available for Bar Service or Coffee Bar Service only events.

Catering: Coffee Bar:

Curated Bar (Open or Cash Bar): Bartender:

Furniture & Equipment

The BLUEBARN has a limited supply of folding chairs, tables of various sizes and styles and other furniture such as podiums, benches, stools, etc., available for your event. The following is an incomplete list of the basics we have on hand.

100 folding chairs: 5 - 2' x 6' Tables:

5 Low Cocktail Tables: Piano Podium Church Pews:

Linens: Patio Furniture Decorations:

And really...*so much more*. This is a theatre.

Outsource Rental Providers

The BLUEBARN recommends the following vendors for needs we can't meet. Though with the exception of Catering Creations, you are, of course, welcome to choose your own.

Exclusive Caterer:

Catering Creations

www.cateringcreations.com

Event Planning:

Planit Omaha

www.planitomaha.com

For A/V needs:

Dog and Pony Productions

www.dogandponyinc.com

Hobbes Logan

hobbeslogan@rentacomputer.net

For Furniture:

Ace Rent-To-Own

www.acerenttoown.com

Special Needs/Questions

Please use the following space for any questions you have or special accommodations you require:

Other: _____

