

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 additional 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: (SD, Laptop, Cellphone, Flash Drive)

Platform: Apple Music, Spotify, Other: _____

Custom Sound Design: Sound Board Operator:

Portable Speakers: Lavalier Microphones:

Microphone with Stand:

Other: _____

Food & Drink

Please indicate below if you are interested in any of the following food and/or beverage services for your event.

Bar Service: Open Bar: Cash Bar:

*Catering: Plated Service: Buffet:

Heavy Appetizers:

*BLUEBARN does not provide catering, but we will work with your caterer to ensure the best set up/food staging within our space.

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: Linens:

Piano, Podium, Church Pews:

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. You are, of course, welcome to choose your own.

Catering: *Catering Creations*
www.cateringcreations.com

Event Planning: *Planit Omaha*
www.planitomaha.com

For AV needs: *Dog and Pony Productions*
www.dogandponyinc.com

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: _____