

How do I Rent the Lucille Lortel Theatre?

Special Events/Benefits/Readings:

The Board of Directors of the Lucille Lortel Theatre Foundation makes the theatre available to not-for-profit companies for special events at a special reduced rate. To help plan your event at the theatre, please see *What Comes with the Theatre?* To find out the theatre's availability, costs or and any other information, please contact Nancy Beer either by e-mail at nbeer@lortel.org or by calling 212-924-2817 x211.

Main Stage Bookings:

Thank you for your interest in producing your production at the Lucille Lortel Theatre. The Lucille Lortel Theatre is available to not-for-profit companies only. You may want to read *What Comes with the Theatre?* to learn more about the basics of the theatre and its equipment. For theatre technical requirements, please read *What are the Technical Specifications of the Theatre?*

In order to present your production for consideration to the Board of Directors, the following information is required in lieu of a grant application:

Information About Your Company

- An annual report
- Your IRS determination letter stating your company's designation as a 501 (C) (3) Public Charity
- Your most recently completed audit (if your organization is not required to file an audit, please send your most recent Form 990)
- A list of your Board of Directors
- A staff list with biographies of your key artistic and administrative staff
- A list of your current funders
- A list of previous productions (include reviews from recent productions)

Information about your Production(s)

- The exact dates you would like to use the theatre (You can check the theatre's availability by clicking on the calendar link on the left hand navigation panel). If you are flexible and would like your production to be considered for a specific length of time within a wider date range, please provide this information as well.
- A production budget for your show(s)
- A script of the play(s)
- Biographies of the artistic individuals involved in the production
- If available:
 - Reviews of this production if previously produced
 - A video tape of the production if previously produced
 - An audio tape of music (if applicable)
- Any other information that might help the Board of Directors determine the artistic merit of your production(s)

All the above materials should be sent by mail to:

George Forbes, Executive Director
Lucille Lortel Theatre Foundation
322 Eighth Avenue, 21st Floor
New York, NY 10001

Once your materials have been received, you will receive a confirmation letter. It will take the Foundation approximately one month to respond to a complete application. If you have any questions, please feel free to contact George Forbes either by e-mail at gforbes@lortel.org or by calling 212-924-2817 x201.