



Harris Theater Rental Request Application

*Please submit completed form to
rentals@harristheaterchicago.org*

Harris Theater Contact:

Hillary Pearson, Director of Operations
205 E. Randolph Dr.
Chicago, IL 60601
312-334-2486
hpearson@harristheaterchicago.org

DATE(S) REQUESTED _____

ALTERNATIVE DATES _____

CONTACT INFORMATION

NAME OF PRESENTER _____

CONTACT PERSON AND TITLE _____

ADDRESS OF PRESENTER _____

OFFICE PHONE _____ **CELL** _____

EMAIL _____

PRESENTER'S WEBSITE _____

Name, Title, phone, and email address of person signing the contract. Must be an officer or Executive Director.

(If different than above) _____

BUSINESS TYPE Corporation Non-profit Organization (attach a current copy of federal status letter 501c3)
 Individual Government

FEDERAL TAX ID NUMBER _____

STATE OF INCORPORATION _____

SOCIAL SECURITY NUMBER (for individuals) _____

VENUE REFERENCES (must include at least two)

NAME OF VENUE _____
DATE OF LAST PERFORMANCE _____
NAME OF LAST PRODUCTION _____
AVERAGE AUDIENCE SIZE _____
VENUE CONTACT PERSON _____
TELEPHONE/EMAIL _____

VENUE REFERENCE #2

NAME OF VENUE _____
DATE OF LAST PERFORMANCE _____
NAME OF LAST PRODUCTION _____
AVERAGE AUDIENCE SIZE _____
VENUE CONTACT PERSON _____
TELEPHONE/EMAIL _____

PROGRAM INFORMATION

PROGRAM TITLE _____
PERFORMANCE/EVENT DESCRIPTION OR SYNOPSIS _____
WEBSITE OF PRODUCTION/VIDEO LINKS _____
PERFORMANCE/EVENT TIME(S) _____
SIZE OF EXPECTED AUDIENCE _____

TICKETING

This event will be For Public Sale By Invitation Only
 Free (tickets required) Other (please Explain) _____

In order to best serve you and your event we recommend going to contract at a minimum 90 days prior to your desired date. If you are booking a public, ticketed event we recommend going to contract at a minimum 60 days prior to your desired ticket on-sale date.

Please note that a fully executed contract and usage deposit (one day of rent) is required in order to be issued information to set up your box office or ticketing. We then must receive complete ticketing set up information two weeks prior to your desired on-sale date. On-sale dates may need to be adjusted based upon scheduled event timelines and other company on-sale dates in order to give companies the best customer service possible.