

2020 Shannon Place, SE
Washington, DC, 20020
202-290-2328
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Rental Request Form

Presenter Information:

Organization Name: _____

Contact Person: _____

Secondary Contact (if applicable): _____

Address: _____

Phone: _____ Email: _____

Website: _____

Please describe your status:

Not for Profit 501(c) 3 (Certificate Required) East of the River For Profit/Corporation Individual

Event Information:

Type of Event (please check all that apply):

Rehearsal Reception Fundraiser Performance Play/Musical

Other (Please Describe) _____

Title of Event:

Date(s) Requested: _____

Start Time of Event: _____ End Time of Event: _____ Curtain time (if applicable): _____

Total number of events in week: _____ Number of Guests expected: _____

Spaces(s) Requested:

Black Box Theater Rehearsal Room Lobby

Technical Needs:

Does not include staffing

Sound General Lighting Projector/w/adaptor kit

Note: For technical needs beyond general lighting and sound, AP will provide a list of recommended technical vendors that Presenter can hire at an additional cost.

Non-Technical Equipment:

6ft table(s) Chairs Podium Platforms

Additional Notes

Upon completion of rental request form, a detailed cost estimate based upon the information provided will be submitted to the point of contact. Once the estimate has been approved a final invoice will be sent. A 25% non-refundable deposit is due upon receipt of final invoice. Once deposit is received the specified date(s) will be placed on the Anacostia Playhouse calendar. Payments can be made by check, money order or credit card.