



# EAST WEST PLAYERS

THE NATION'S PREMIER  
ASIAN AMERICAN THEATRE

**DAVID HENRY HWANG THEATER  
IN THE UNION CENTER FOR THE ARTS**  
120 Judge John Aiso Street, Los Angeles, CA 90012

EWP's 230-seat theater is available for your production, meeting or event.  
**213.625.7000 ex 19** □ [Rentals@eastwestplayers.org](mailto:Rentals@eastwestplayers.org)

## 2019-2020 Facility Use Application

**Organization/Business:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Is your organization a non-profit 501(c)3?** NO YES (*IRS determination letter attached*)

**Does your organization have liability insurance?** NO YES (*Additional Insured rider attached*)

**Event Title:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates Requesting:** Please include load in, tech set up, rehearsal, show and strike

Day	Date	Time In	Break (if needed)	Time out	Activity

**Event/ Performance Requesting:**

Day	Date	Arrival	Curtain	Departure

**Will you need access to the dressing rooms?                      Yes                      No**

*(If yes, please specify number of performers or participants)* \_\_\_\_\_

**Estimated total run time of the event:** \_\_\_\_\_ hours \_\_\_\_\_ minutes

**Does your Organization plan to have an intermission?    YES    NO**

**If available, does your organization want a marquee listing?    YES    NO**

Cost \$150 set up plus \$100 additional weeks

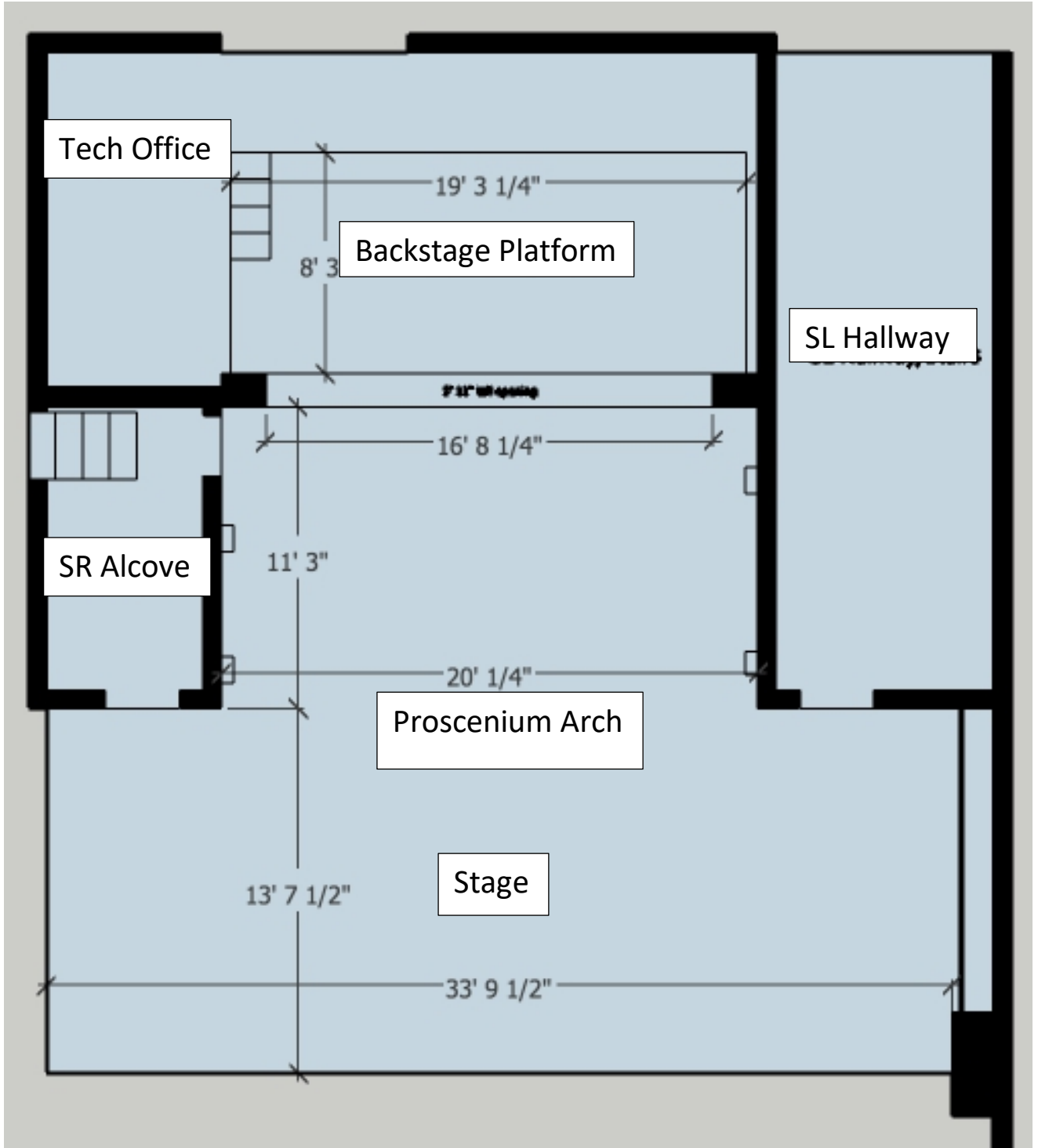
LINE 1 \_\_\_\_\_

LINE 2 \_\_\_\_\_

Note: Maximum 20 character/spaces per line. EWP reserves the right to edit.

**STAGING SPECIFICATIONS, EQUIPMENT AND MATERIALS:**

*(Please provide a rough floor-plan of your desired stage set-up. Note any paint treatments must be restored to black upon completion of event)*



**STAGING NEEDS:**

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Acrylic Podium	YES	NO
Baby Grand Piano (\$100 daily)	YES	NO
Upright Piano (\$100 daily)	YES	NO
Piano Tuned (\$150)	YES	NO
Folding Chairs	YES Qty: _____	NO
Folding Tables	YES Qty: _____	NO
Music Stands	YES Qty: _____	NO

**AUDIO NEEDS:**

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Wired Microphones	YES Qty: _____	NO
Wireless Microphones	YES Qty: _____	NO
Floor Microphones	YES Qty: _____	NO
Powered Speakers	YES Qty: _____	NO
Microphone Stands	YES Qty: _____	NO
DI Box	YES Qty: _____	NO
Audio Playback	YES	NO

**PROJECTION NEEDS: EWP does NOT provide device for playback.**

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NEC NP 4000 Projector (\$200/day)	YES	NO
Projection Screen 10' x 14' (\$100/day)	YES	NO

**THEATRICAL LIGHTING:** *(Please describe lighting needs, i.e. general wash, specials, or desired "effects")*

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**OTHER TECHNICAL NEEDS:** *(Not specified in form)*

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Theater rental requires hiring at least 3 technicians for anything involving the stage, and 1 House Manager if any audience are present. On Holidays observed by EWP, labor rates shall be billed at time-and-a-half for the first eight hours and at double-time for any hours beyond that.

Authorization for the use of these facilities by East West Players shall not mean that they, nor any of its constituent agencies in any way support, sanction, or agree with the policies/activities of the applicant.