



## FACILITY RENTAL INFORMATION:

Welcome to The Whiting located on the Flint Cultural Center Campus in Flint, Michigan. We offer a 2,043 seat professional-grade facility with a trained and talented staff that is standing by to make your next event a success. We have a computerized ticketing system and a professional ticket staff that are available 11:00am - 6:00pm Monday – Friday & 10am-3pm Saturday. The Whiting welcomes inquiries from individuals and organizations interested in renting our facilities. Please contact our Rentals Coordinator, Penny Patterson, for more information or to check the availability of dates at (810) 237-7350 or [ppatterson@thewhiting.com](mailto:ppatterson@thewhiting.com). Full technical specifications are available on [thewhiting.com](http://thewhiting.com).

## RENTAL RATES:

Commercial Rate _____	\$2,500
Non-Profit Rate _____	\$1,500
Non-Profit Rate for less than 6 Hours _____	\$750
Rehearsal Rate for less than 6 Hours _____	\$500
Additional Rehearsal Hours _____	\$100 per hour

Front of House Rate per Performance \_\_\_\_\_ \$2,000

\*Front of House Rate includes guest services staff, ushers, security, building cleaning, and ticketing services.

Stage Labor \_\_\_\_\_ Call for Quote

\*Varies greatly from \$500 - \$10,000+ based on technical rider and event agenda

Facility Restoration Fee \_\_\_\_\_ \$2 per ticket sold

Ticket Center Credit Card Payment Processing Fee \_\_\_\_\_ 4%

Merchandise/Concessions \_\_\_\_\_ 20% of gross

\*Merchandise fee is waived for non-profit renters

The event rental period begins at 8:00am on the date specified and ends at 11:59pm on that same date.

A deposit in the amount of the Commercial or Non-Profit Rate is due at the time the contract is signed; together these items alone will secure a date. Contract must be fully executed at least 6 weeks (42 days) prior to the date of the event.

All advertising promoting this event must be sent to and approved by The Whiting's Advertising & Promotions Manager, Wendi Fournier, before distribution.

If you are interested in an estimate or would like to request a date, please fill out the following application to the fullest extent possible.

# FACILITY RENTAL APPLICATION:

## PRESENTER INFORMATION

Name of Presenter (or Organization) \_\_\_\_\_

Have you or your organization presented an event here before? \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Presenter is:  Corporation  Partnership  Individual  Other (Please describe with attachment)  
 Non-Profit (Please attach proof of non-profit status)

Federal ID # \_\_\_\_\_ Social Security # \_\_\_\_\_

If Presenter is a corporation, please list the state in which corporation is incorporated \_\_\_\_\_

Name of the President \_\_\_\_\_ Phone number \_\_\_\_\_

If Presenter is a partnership, please list the state in which the partnership is registered \_\_\_\_\_

Name(s) of Partners \_\_\_\_\_

Please list three (3) venues where Presenter has presented events within the past eighteen (18) months:

Venue	Venue Manager's Name & Title	Telephone No.
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1. _____	_____	_____
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2. _____	_____	_____
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3. _____	_____	_____
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\*Please attach programs for the above dates. Legible photocopies are acceptable. Any additional information pertinent to your presentation including audio/visual recordings, photographs, reviews, etc. would be appreciated.

## EVENT INFORMATION

Type of Event \_\_\_\_\_

Name and a short description of proposed event (may be included as an attachment) \_\_\_\_\_

Do you plan to hold a rehearsal in the space? \_\_\_\_\_

Do you need tables set up for merchandise or vendors? \_\_\_\_\_

Would you like to offer valet parking? (Fees Apply) \_\_\_\_\_

Dates Requested \_\_\_\_\_ Alternate Dates \_\_\_\_\_

Length of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Anticipated Number of hours for load-in & load-out \_\_\_\_\_

\*Please attach your agenda for the day.

Names of the principal participants, artists, performers and speakers in your program \_\_\_\_\_

If applicable, please list the Artist's agent and agency contact information below \_\_\_\_\_

\*Please attach a technical rider outlining the requirements for your event. This must include sound, lighting, setup information and any special needs you may have. We cannot prepare a complete estimate without this information.

### ADVERTISING INFORMATION

Name of Adverting Agency who will be promoting this event \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

### TICKET SET UP INFORMATION

Date that tickets will go on sale \_\_\_\_\_ Seating is \_\_\_ reserved or by \_\_\_ general admission.

Please print the title as you wish for it to appear on the ticket, including any sponsor or presenter information. There is a maximum of 34 spaces across and 3 lines down that can be utilized.

Ticket prices including the \$2 facility fee are \_\_\_\_\_

Do you require ticket holds for promotions or employees? If yes, how many and where? \_\_\_\_\_

Will you be selling tickets at a remote location? If yes, what is the outlet name, contact & phone number?

Below, please give the name, address and telephone number of the insurance firm that will provide:

- Workers' Compensation
- Employer's Liability (including Disability Benefits)
- Comprehensive General Liability (Personal Injury, including bodily injury) \$1,000,000 per occurrence
- Property Damage, \$1,000,000 per occurrence
- Theft and Fire Insurance
- Landlord-Tenant public liability policy

\*Proof of insurance must be presented before tickets go on sale.

Broker's name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

It is hereby agreed to by the applicant requesting the use of this facility, that no information or publicity of any nature relating to the proposed contract will be released until a contract is executed and the required deposit has been paid.

Furthermore, the applicant hereby represents that a full, accurate and complete disclosure of all information has been made and that the above statements and information are true and correct. Presenter hereby gives permission to The Whiting/ Flint Cultural Center Corporation, Inc. to contact any of the above named entities for the purpose of personal and/or business references. The Whiting reserves the right to refuse any rental request at its sole discretion.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

This application may be submitted in any of the following manners:

E-mail: [ppatterson@thewhiting.com](mailto:ppatterson@thewhiting.com)  
Fax: 810.237.7335  
Postal Mail: The Whiting  
1241 E. Kearsley St.  
Flint, MI 48503

## SCHEDULING AND CONTRACTING PROCEDURES:

1. Inquiries about availability should be directed to the Rentals Coordinator.
2. A request that a date or dates be put *on hold* will be accommodated only with the understanding that the client requesting the hold intends to enter into a contractual agreement with the Theatre within two weeks. Theatre dates not contracted within two weeks of a hold request will be **RELEASED AUTOMATICALLY**.
3. Should a requested date or dates already be on hold, a potential rental client may request a *second hold*, which guarantees first right of refusal should the date or dates become available. A date or dates on hold may be *challenged* only when a client is prepared to enter into a rental agreement immediately. Should a date or dates be challenged, the first client having the date(s) on hold will be given the opportunity to sign a rental contract within two business days or forfeit the date(s) to the second client. In that event, the second client will be expected to sign a rental contract and pay a rental deposit immediately.
4. Notwithstanding any of the foregoing, the Theatre reserves the right to offer scheduling priority to itself, Flint Cultural Center Campus Partners and its regular rental clients.
5. A contract should be requested only when the rental client is prepared to sign it and enter into a legally binding agreement immediately. A rental deposit is required and due with the return of the signed Theatre Rental Agreement. Should the signed agreement and deposit not be received by the deadline date specified, the date(s) will be **RELEASED AUTOMATICALLY**, and the contract will become null and void.
6. It is hereby agreed to by the applicant requesting the use of this facility, that no information or publicity of any nature relating to the proposed contract will be released until a contract is executed and the required deposit has been paid. And once contract is executed and deposit is paid all advertising materials must first be approved by The Whiting.

Signing below indicates that the applicant has read and understands these procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# THE WHITING

## CONTACTS LIST

Rentals & Artist  
Services Coordinator: Penny Patterson  
(810) 237-7350  
[PPatterson@TheWhiting.com](mailto:PPatterson@TheWhiting.com)

Carpenter/Steward: Dennis Hintz  
(810) 237-7376  
[DHintz@TheWhiting.com](mailto:DHintz@TheWhiting.com)

Electrician: Ken Harris  
(810) 237-7338  
[KHarris@TheWhiting.com](mailto:KHarris@TheWhiting.com)

Guest Services Manager: Adam Devries  
(810) 237-7372  
[ADevries@TheWhiting.com](mailto:ADevries@TheWhiting.com)  
Ticket Center: (810) 237-7333

Advertising &  
Promotions Manager: Wendi Fournier  
(810) 237-8689  
[WFournier@TheWhiting.com](mailto:WFournier@TheWhiting.com)

Front of House Manager: Michele Pratt  
(810) 237-7375  
[MP Pratt@TheWhiting.com](mailto:MP Pratt@TheWhiting.com)

IT Manager: Todd Tiffany  
(810) 237-5156  
[TTiffany@TheWhiting.com](mailto:TTiffany@TheWhiting.com)

IATSE Contact: Local 201 Flint Stage Employees  
Business Contact: William Hinderer  
Phone: (810) 487-1087  
Fax: (810) 487-1287

# WHITING AUDITORIUM

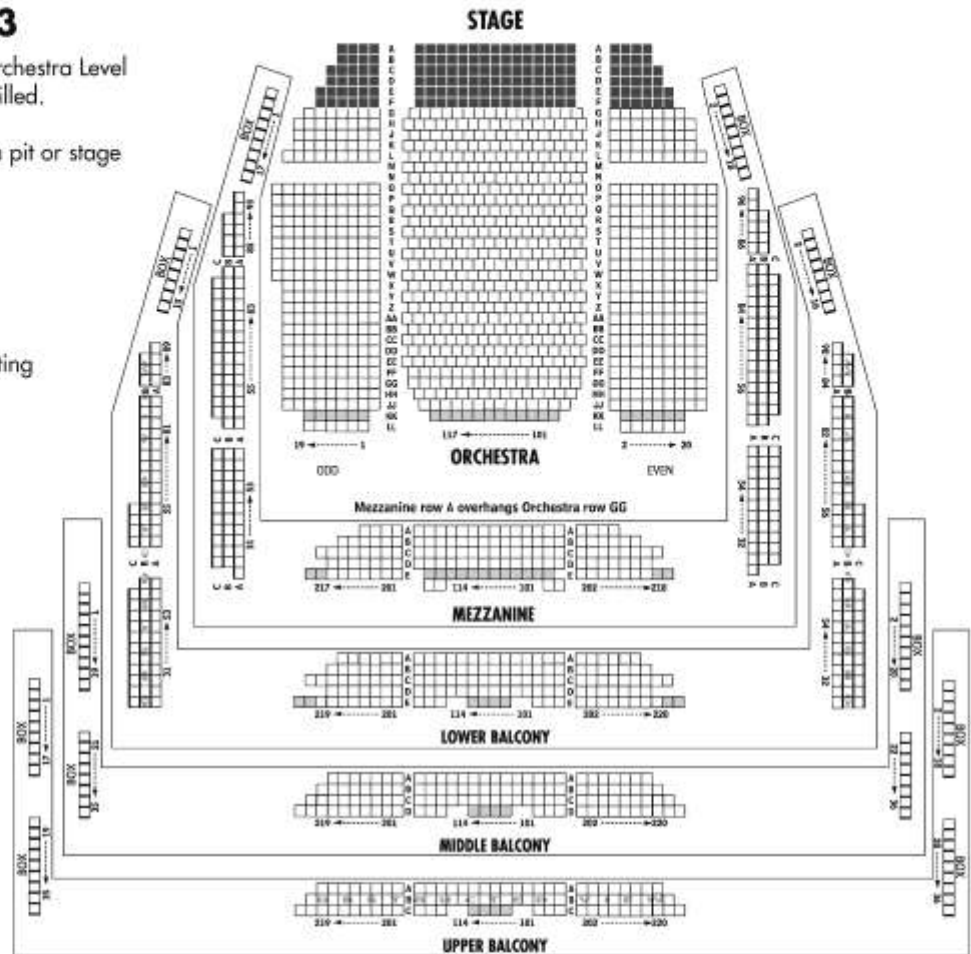
## TOTAL SEATS: 2043

If there is a sound board on the Orchestra Level the center Row KK (12 seats) are killed.

If the Pit Lift is used as an orchestra pit or stage extension, 150 seats are killed.

### Key

- = Seating on the Pit Lift
- = Wheelchair Accessible Seating



## TOTAL SEATS BY FLOOR

<b>Orchestra</b>			
	<i>Regular</i>	<i>On Pit Lift</i>	<i>Total</i>
Right Side	238	30	268
Left Side	238	30	268
Center	457	90	547
Barrier Free	24	0	24
Stools	12	0	12
<b>Total</b>	<b>969</b>	<b>150</b>	<b>1119</b>

<b>Mezzanine</b>		<b>Lower Balcony</b>	
Right Side	96	Right Side	82*
Left Side	96	Left Side	82*
Center	120	Center	136
Barrier Free	16	Barrier Free	8
Stools	4	<b>Total</b>	<b>308</b>
<b>Total</b>	<b>332</b>		

<b>Middle Balcony</b>		<b>Upper Balcony</b>	
Right Side	18*	Right Side	18*
Left Side	18*	Left Side	18*
Center	116	Center	88
Barrier Free	4	Barrier Free	4
<b>Total</b>	<b>156</b>	<b>Total</b>	<b>128</b>

### \*Limited Visibility

Please note that seats on the side wings of the lower, middle and upper balcony should be considered "obstructed view" for any attraction requiring full-stage coverage such as a Broadway-style show, opera or dance production.