

2017/2018 Rental Event Date Request Form

27 Garden Street
Cambridge, MA 02138
617-876-0956
www.longy.edu

Organization: _____

Telephone: _____

Contact Name: _____

Email: _____

Mailing Address: _____

Fax: _____

Desired Event Location: (please check one)

Edward M. Pickman Concert Hall

Wolfensohn Recital Room

N1 Recital Room

Homburger Recital Room

Date of Interest: (in order of preference)

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Proposed Event Start Time: _____

Dress Rehearsal

Date: _____ Time: _____

Please check desired additions:

Reception Space (\$200)

Additional Stage Manager (\$100 per person)

Piano Tuning (\$150 per piano)

Additional Ushers (\$75 per person)

Recording, Audio and Video (\$200)

Removal/Re-Set of Audience Chairs (\$250)

Recording, Audio only (\$150)

Event License (selling tickets or alcohol)

Use of PA System – audio only (\$150)

Use of Second Piano (\$200)

Use of A/V System (\$200)

Listing on Longy's Events Calendar (\$100)