2015/2016 Rental Event Date Request Form

ORGANIZATION: ________________________________  TELEPHONE: ________________________________

CONTACT NAME: ________________________________  EMAIL: ________________________________

MAILING ADDRESS: ________________________________  FAX: ________________________________

________________________________________________________

Desired Event Location: (please check one)  Date of Interest: (in order of preference)

☐ Edward M. Pickman Concert Hall  1st Choice: ________________________________

☐ Wolfinoohn Recital Room  2nd Choice: ________________________________

☐ N1 Recital Room  3rd Choice: ________________________________

☐ Homburger Recital Room  Proposed Event Start Time: ____________

Dress Rehearsal

date________________________________ time________________________________

Please check desired additions:

☐ Reception ($200)  ☐ Additional Stage Managers ($100 per person)

☐ Piano Tuning ($150 per piano)  ☐ Additional Ushers ($75 per person)

☐ Recording, Audio and Video ($200)  ☐ Off-hours Facilities Staff ($50 per hour)

☐ Recording, Audio only ($150)  ☐ Removal/Re-Set of Audience chairs ($250)

☐ Use of PA System- audio only ($150)  ☐ Event License (selling tickets or alcohol)

☐ Use of A/V System ($200)