



Hallie Brown Ford Fine Arts Center Preliminary Rental Request

Space(s) Requested: _____

Spaces(abbreviations); Ataloa Theatre(A); Chalmers Herman Theatre(CH); Lockmiller Lobby(L); Pogue Art Gallery(G); Sculpture Garden(SG); Centennial Plaza(P); D.I. Summers Theatre (DI)

Event title: _____

Organization _____

Contact Person _____

Address _____ City _____ St./Zip _____

Number of patrons expected (per performance) _____ E-mail _____ Phone _____

All non-University individuals and organizations should use this form for requests. Please use a separate form for each event. For additional performances and/or rehearsals please attach an additional form. All reservations and arrangements for use of the HBFFAC must be made through the Facilities Director. Reservations are confirmed upon final approval of this form and receipt of required deposits.

Use the space below to describe your event: _____

Date(s) requested: _____

Is this a ticketed event? _____ If so, do you plan to utilize the HBFFAC Box Office or ticketing website? _____

What time will you be entering the space? _____ What time will your event begin? _____

What time will you be leaving the space? _____ What time will your event end? _____

Your time entering and leaving the space must include the time spent in set-up and tear down for your event.

These times should reflect the beginning and end times that are listed to the public. The space opens to the public thirty minutes before the time listed.

Technical Needs (Please meet with the venue Technical Director to discuss your needs):

NOTE: If booking the Dorothy I. Summers Theatre the below does not apply.

Sound: Lectern, CD Player, Hand Held, Phone/mp3, Lapel Mic, Other Sound. Lighting: Lighting Presets, Other Lighting, Lighting System, Follow Spot. AV: Video Projector & Screen, Facility Laptop, DVD Player.

Other Needs:

Tables: Rectangular (8'), Rectangular (6'), Round (5' dia). # needed. Pub (2'6" dia). Chairs. Will there be food service? Food can be arranged through ECU's on campus food service provider: Chartwell's.

I, the undersigned, do affirm that I have read the regulations pertaining to the use of the Hallie Brown Ford Fine Arts Center and hereby agree to comply with the Policies and Procedures of East Central University governing the use of such facilities and further agree to be responsible for any damages that may occur to the facilities during such use. I understand that I am required to submit proof of liability insurance with ECU named as co-insured in the amount of \$1,000,000 at least ten (10) business days in advance of my event. I understand that any charges are to be paid in advance or upon presentation of an invoice. Additionally, I understand any special services or accommodations required by Section 504 of the Rehabilitation Act and the Americans With Disabilities Act (including all associated amendments) for any participants, officials, spectators, workers, volunteers, and employees of the Lessee will be the full responsibility of the Lessee.

Lessee Signature

Date

Accepted, Denied, Contract Signed, Insurance, 501(c)3

FOR OFFICE USE ONLY

HBFFAC Director

Date

Last Edited: July 15, 2013