

# Department of Music Rental Request Form

Check which space you are requesting

Nicholas Music Center \_\_\_\_\_ Rehearsal Hall 104 \_\_\_\_\_

Schare Recital Hall \_\_\_\_\_ Bettenbender Plaza \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Authorized Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Title \_\_\_\_\_

Date of Event \_\_\_\_\_ Time frame requested \_\_\_\_\_

Approximate size of audience \_\_\_\_\_

## DESCRIPTION OF EVENT

**Please describe the lighting/sound/staging/equipment requirements, and running order of your event i.e. load-in, set-up, performance time, break down, load out.**

Signature \_\_\_\_\_ Date \_\_\_\_\_