



Reservation Request Form

Event: _____ Event date(s): _____

Booking contact name: _____

Phone 1: _____ Phone 2: _____

Fax: _____ Email: _____

Renting organization: _____

Non-UAA UAA *If UAA, please submit org and fund* _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Day of event contact name: _____

Phone 1: _____ Phone 2: _____

Rental Date Information

Rental date: _____ Time in: _____ Time out: _____ Performance time: _____

Rental date: _____ Time in: _____ Time out: _____ Performance time: _____

Rental date: _____ Time in: _____ Time out: _____ Performance time: _____

Facility Charges*

Performance day: \$900

Same day 2nd performance: \$250

Rehearsal day: \$400

**discounts available to non-profits and UAA groups*

Technician Charges

\$30 per hour per technician. Nearly all events require at least 2+ technicians. this requirement will be determined by the Event Coordinator and Facility Technicians, according to your event needs based on this Reservation Request.

Method of Payment

Credit Card Check Money Order Purchase Order JV



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Event Equipment Requirements *Select all equipment that apply to your event.*

Equipment included in the standard rental:

- Podium with one microphone Basic light wash One lighting special

Additional equipment (additional per day charges):

- | | | | |
|--|-------|--|-------------------|
| <input type="checkbox"/> Proxima projector | \$75 | <input type="checkbox"/> Microphone, wired, handheld | \$20 ea Qty _____ |
| <input type="checkbox"/> Video screen | \$15 | <input type="checkbox"/> Microphone, wireless, handheld | \$25 ea Qty _____ |
| <input type="checkbox"/> DVD/VHS player | \$15 | <input type="checkbox"/> Direct In (DI) box | \$20 ea Qty _____ |
| <input type="checkbox"/> CD/Cassette/MiniDisk player | \$15 | <input type="checkbox"/> Stage monitors | \$25 ea Qty _____ |
| <input type="checkbox"/> Bosendorfer Grand Piano | \$300 | <i>First day rental includes tuning. Subsequent day rentals are \$200 per day.</i> | |
| <input type="checkbox"/> Yamaha Grand Piano | \$50 | <i>Does not include tuning. Ask the WWA Event Coordinator for details.</i> | |

Per event charges:

- Colored light wash \$150 per color Qty _____ *Add detail in "Event Notes"*
- Additional lighting specials \$50 Qty _____ *Add detail in "Event Notes"*
- Dance floor \$150 *Group provides tape*

WWA Technician set design services:

Price and availability depends on complexity of set design requirements. Contact the WWA Technicians for details at (907) 786-6881.

Event Notes

Rental Notes & Reservation Agreement

- UAA is only responsible to provide those items which are agreed upon in writing.
- Decorations and on-campus advertisements of this event MUST be removed immediately after your event.
- Proof of event insurance must be provided two weeks prior to your event.

I, the undersigned, am the authorized representative of the group or organization renting the UAA Wendy Williamson Auditorium and understand that in the event that the group or organization does not satisfactorily cover any indebtedness, I may be held responsible for payment. In addition, I have read the Wendy Williamson Auditorium "House Rules" and will instruct my event participants to abide by them while in the Auditorium. Submittal of form, with signature either by hand or electronic, indicates compliance with all rules and information listed on this form.

I understand that any changes that any changes to my event needs within 48 hours of my event will result in an additional flat fee of \$100, in addition to any Technician and equipment fees that may apply. These charges will be reflected on my final event invoice from UAA.

Signature _____

Date _____



Reservation Request Form "House Rules"

1. Auditorium Technicians will be present during your event as needed determined by your technical requirements. Please see the Technician for any questions you may have during your event.
2. Keep the facility clean during your time in residence. Post event clean-up includes: Pick up trash, remove posters and signs, put away tables and chairs, clear stage of any props used, etc.
3. Keep EXIT and all doorways clear of debris, trash, and other obstructions at ALL TIMES. Under no circumstances will doorways be obstructed in any way.
4. Keep all electrical panels clear of obstructions.
5. Keep floors, work areas, and aisles, clear of debris, trash, and other obstructions which do not allow safe and orderly access at all times.
6. You are responsible for notifying your workers in the proper use of all hazardous material including but not limited to paint, glue, and solvents. Please consult your Facility Technician with any questions regarding event/set preparation and construction. Do not use staples, nails, or screws in the ceiling, walls, or floors.
7. Food and drink are prohibited on the stage, in the Auditorium House seating area, and scene shop areas. Food is allowed in the Green Room area, dressing rooms, and lobby.
8. Smoking is not permitted anywhere within the Williamson Auditorium or support facilities. Because the Auditorium is smoke-free, smoking is permitted only outside the facility.
9. All parking on the UAA campus during decal parking enforcement hours requires a parking permit. Parking enforcement hours are: Monday-Thursday, 7:30 am-7:30 pm. A Pay-n-Park permit vending machine is located in the parking lot west of the Auditorium and will allow you to park in any lot adjacent to the facility during permit enforcement hours. Parking is not permitted in the loading zone located on the south side of the building for longer than the posted time limit. The UAA Call Team will ticket any vehicles that don't comply with campus parking regulations. Parking is difficult on weekday evenings especially, so plan accordingly and allow extra time to find a legal space. Parking arrangements may also be made for large groups when the event is booked, contact the Auditorium Director for other parking details.
10. Use of the Scene Shop area is a privilege. If you are allowed access, see Manager for Shop rules. Use of/admittance to the Scene Shop fenced area is strictly off-limits, unless your group has specific permission to do so. Use of the equipment in the fenced area of the Scene Shop without permission may result in cancellation of your event, as determined by the Auditorium Manager.
11. Security of personal valuables is the responsibility of each user group. For your own benefit, please request your event participants to leave any valuable at home.
12. If your event is of a nature that requires extra or high security, contact the University Police at 786-1120, or the Auditorium Manager so that we may be alerted to the situation. If any off-campus security guards are determined necessary, the off-campus security will report directly to the University of Police when they are present.
13. The Auditorium Manager reserves the right to amend, add to, or delete from the "House Rules" list at any time, and at the sole discretion of the Auditorium Manager, to help guide the Contractee into compliance with the spirit of the rest of the "House Rules," "Scene Shop Rules," and WWA Contract. A printed copy of changes will be provided to you. All new "House Rules" must be followed in accordance with your original contract.