

Vern Riffe Center for the Arts

SPACE RESERVATION FORM

For information on theatre availability, call 740.351.3640. All spaces are reserved on a first-come basis with in-house events receiving preference to requested space. All requests will be reviewed with SSU having the right for refusal.

Today's Date: _____

Title of Event (To be displayed on the SSU marquee, etc.): _____

Event Type (Example: concert, conference, theater performance, etc.): _____

Organization Name: _____

What is the Organizations' Status?

Non-University related organization: Profit ___ Non-Profit ___
An advanced deposit is required from all non-university related organizations

University related group or organization (Explain relationship): _____

Organization Address: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Briefly Describe Event: _____

Number of Attendees Expected: _____

Single Day Rental

Load in date: _____ Performance time: _____

Weekly or Multi-day Rental Schedule:

	Time in	Time out
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

Approximate length of program from curtain up to end of show: _____

Do you wish to have concessions open? Yes No

Do you wish to alcohol available? Yes No

If you wish to serve food or alcohol to performers, you must contact Aladdin, www.shawneecatering.catertax.com

A guide to the facility technical capabilities and a check list to help you plan your event is available online at <https://vrcfa.com/rental-information/tech-book/>

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Rental of the Eloise Covert Smith Theater includes the use of the Selby Grand Lobby during performances only unless other arrangements are made. The Selby Grand Lobby may be rented separately from the Smith Theater

Please indicate the space(s) you need for your event:

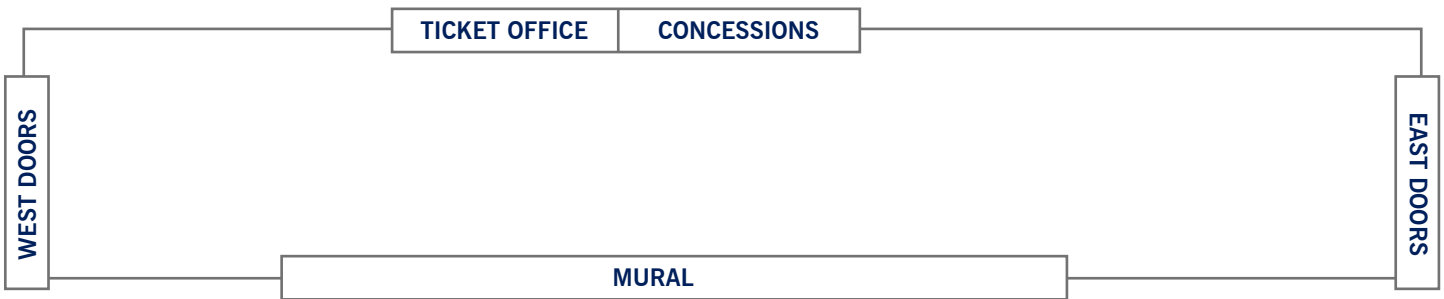
- Eloise Covert Smith Theater
 Selby Grand Lobby

The following are primarily academic spaces with limited availability that may be requested.

- Appleton Art Gallery
 Howland Recital Hall
 Crum Recital Hall
 Kahl Studio Theater

Room Set-up: Tables _____ Chairs _____ Registration Tables _____

Please indicate how you would like the Selby Grand Lobby set up.



Will you require the McKinley Box Office to sell tickets for your event?

- Yes *(If yes, please email cglenn@shawnee.edu)*
 No

Please Indicate:

- Open to Public
 Reserved seating
 No charge
 Students \$ _____
 Ticketed event
 General admission
 Admission/ registration \$ _____
 Organization only \$ _____

If your event includes rehearsals, workshops, or additional load-in or load-out time, you must provide the VRCFA staff with a list of dates and times that you will need to access to the stage, dressing rooms, green room, and any other rooms that you have requested. Please discuss all changes to the event schedule with the VRCFA technical director. It is the responsibility of the presenter if you wish to borrow any SSU theater department scenery or costumes or request permission to use the costume shop. The VRCFA technical director requires a list of name(s) and access time(s) to the costume shop, scene shop, as well as tools and equipment.

Rehearsal(s):

Date(s):	Arrival Time(s):

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Theater configuration:

- Lower section, house scrim down Lower & Upper sections Orchestra shell
Orchestra Lift: Stage Level House Level (w/seats) House Level (w/o seats)

The following are primarily academic spaces with limited availability that may be requested.

- Lectern:_____ Tables:_____ Chairs:_____ Music Stands:_____ Marley floor: _____
 Choral risers:_____ Stage risers:_____ Piano:_____ Stand lights:_____

VRCFA soft goods, please indicate:

- Legs: _____ Borders: _____ Cyc: _____
 White Scrim: _____ Black Scrim: _____ Blue Scrim: _____

Note: If the presenter changes the house hang, the presenter will assist in restoring the space to the house hang during load-out time. All changes to house hang require approval.

Lighting: House plot:_____ Your plot:_____ Additional Dance side lighting:_____

Note: Your plot must be provided no later than (2) weeks prior to event.

The staff of the VRCFA will hang your plot before your load-in date. You will be billed for the hours required to hang the plot and restore the house plot after your load-out unless you assists VRCFA staff with hang restore.

Please list all equipment your organization will bring into the facility:

Equipment & Setup Requests:

- | | |
|--|--|
| <input type="checkbox"/> Audio Sound System (Speakers/microphone mixer) | <input type="checkbox"/> On stage monitors |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> Mobile television |
| <input type="checkbox"/> Easel | <input type="checkbox"/> Music System (CD player/ipod input) |
| <input type="checkbox"/> Mobile Computer System (CPY/Monitor/speaker) | <input type="checkbox"/> Lectern (non-powered) |
| <input type="checkbox"/> Internet Access | <input type="checkbox"/> Lectern (Built in sound/mircophone) |
| <input type="checkbox"/> Projector (Computer data/video) | <input type="checkbox"/> Transparency/Overhead Projector |
| <input type="checkbox"/> Microphone (Wireless stand/cable) quantity _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Microphone (Wireless clip-on) Lavalier quantity _____ | _____ |

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This Space Reservation Form must be submitted to the VRCFA as soon as information is available and no less than two weeks prior to load-in. Advance deposit and signed lease agreement must be submitted within two weeks of this form being recieved.

Signed: _____

