

Event Contact

Organization or department name		Contact name	
Phone number	Fax number	Cell number	
Street address, city, state & zip (or campus mail-code)		Email	

Invoice Contact – if different

Include name, address, email address, and phone number

Event Demographics

Name of event	Event type (e.g. musical recital, theatre performance, lecture, etc.)		
Detailed description of event			
Detailed description of equipment and services to be provided the School of Music			

Proposed date(s)	Total hours with setup & teardown	Number of attendees	Office Use Only
Event timeline (enter times below)			
<i>Load-in begins</i>	<i>Doors open</i>	<i>Event begins</i>	<i>Event ends</i>
			<i>Load-out complete</i>

Is your event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will your event be ticketed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need reception space? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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Licensee level (check one)

Level 1: ASU student and faculty groups and on-campus organizations, departments, colleges, centers or anyone able to pay with an ASU funds transfer.

Level 2: Off-campus not for profit organizations (requires current 501C proof of non-profit status before estimate).

Level 3: Off-campus for profit organizations.

School of Music venues

<input type="checkbox"/> Evelyn Smith Music Theatre – 494 seats	<input type="checkbox"/> Organ Hall – 132 fixed + 24 chairs
<input type="checkbox"/> Katzin Concert Hall – 346 seats	<input type="checkbox"/> Recital Hall – 123 seats

Instruments

<p>Does your event require any of the following instruments?</p> <p><input type="checkbox"/> No piano</p> <p><input type="checkbox"/> Upright piano</p> <p><input type="checkbox"/> Grand piano</p> <p><input type="checkbox"/> 2 grand pianos (requires fresh tuning)</p>	<p>If yes, do you want the piano freshly tuned?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
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Audio/Visual equipment

<p>Check all that apply</p> <p><input type="checkbox"/> This event includes running pre-recorded audio or video playback (requires audio/visual consult)</p> <p><input type="checkbox"/> Lectern/ microphone system (1 available)</p>	
<p>Microphones (Enter number needed)</p> <p><input type="text"/> Number of microphones needed with stands</p> <p><input type="text"/> Number of wireless hand-held microphones needed</p> <p><input type="text"/> Number of wireless lapel microphones needed</p>	
<p>Detailed description of audio/visual setup</p> <p><input type="text"/></p>	

Event services and contract Information

<ul style="list-style-type: none"> ❖ Use and/or set up of Audio/Visual equipment may require a charge for School of Music technical staff. ❖ Every public event in the School of Music facilities requires School of Music Event Staff. The number of staff that your event requires will depend on the scope of your event. This cost is not covered in the charge for the facility. ❖ School of Music event staff is limited. Although usher staff may be negotiated in your contract, we strongly suggest that you plan to provide event ushers. ❖ You are required to provide additional security needed to comply with capacity control. ❖ All ASU contracts include an 8.5% administrative fee. ❖ A deposit 30-100% is due at the time the contract is submitted to Herberger Institute. The amount of the deposit will be indicated on the contract invoice and is dependent on advance notice of the event. ❖ Off-campus LICENSEES must provide proof of insurance outlined in the Facilities Use Guidelines (LICENSEE RULES AND RESTRICTIONS #12). ❖ Non-profit organizations must submit proof of non-profit status with this Intent to Rent form.
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