

Application for Facility Permit

Today's Date _____

Renter Information			
Organization Name:		Non-Profit? Y N	
Address:			
Phone:		Email:	
Contact Name:			
Contact Phone:		Contact Email:	

Event Overview						
Lease Purpose (Nature of Event):						
Date	Event Start/End Times	Entry Time	Exit Time	Open to the Public?	# of PAC Ushers Needed	Tickets Sold on this date?

Facility Space(s) Being Requested (Check All that apply):

- | | |
|--|--|
| <input type="checkbox"/> Performing Arts Center
<input type="checkbox"/> PAC Lobby
<input type="checkbox"/> Box Office
<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Auditorium
<input type="checkbox"/> Choir Room
<input type="checkbox"/> Orchestra Room
<input type="checkbox"/> Band Room
<input type="checkbox"/> Other: _____ |
|--|--|

Special Requests

Event Details: Setup Requirements					
Briefly describe the stage setup required:					
Projector and Screen?	Y__ N__	Orchestra Shell Needed?	Y__ N__	# of People on Stage:	
Podium?	Y N	Using Stage Wings?	Y N	# of Chairs on Stage:	
Microphones	Wireless #:	Director's Podium?	Y N	# of Music Stands on Stage:	
	Pack/Over-ear #:	Pit Orchestra Cover Off?	Y__ N__		
Other Audio/Visual Needs:					
Curtain or Other Drapery Needs:					
Please describe any Scenery or Props you will be bringing:					
Lobby Setup Needs:					
Other Setup Needs:					

Access Schedule For Date:				
Start Time	End Time	Purpose	Spaces Used	Lessee On Site Supervisor
		Setup		
		Rehearsal		
		Performance		
		Meeting		
		Teardown		

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