

Request for Use of Peak Productions Theatre Space

1 Requests must be made **AT LEAST FOUR WEEKS BEFORE EVENT**

Please be aware that some events book up to one year in advance

2 All auditorium changes must be approved by the theatre department Technical Director (Bradley Branam 943-2191).

3 Use of ANY Music Department equipment must be approved by the Music Department Chair (Martha Violet 943-3054).

Space(s) Requests - Check all that apply

- Taylor
 Studio
 Hatcher
 Studio Lobby
 Make up Room
 Dressing Room
 Green Room

Contact Information (please fill out completely)

Request Date _____ Event Date _____

Brief Description of Event _____

Sponsoring Organization _____

Organization Address _____

Contact Person _____

-Phone _____ -Email _____

Technical Contact Person _____

-Phone _____ -Email _____

Billing Information _____

-Phone _____ -Email _____

Requested Dates & Times (Please include Load-in/Load-out and rehearsal times - Include a separate sheet if necessary)

****For the following, please check all that apply to your event****

STAGE

- | | | |
|---|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Bare black stage with black curtains | <input type="checkbox"/> Lecturn | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Apron only Mains closed | <input type="checkbox"/> Chairs | <input type="checkbox"/> Flags |
| <input type="checkbox"/> Attached plot showing stage usage | <input type="checkbox"/> Screen | <input type="checkbox"/> Other: _____ |

LIGHTING

- Basic lighting (Lights up/down; general illumination on front half of stage; white light) or
- Changes (Theatre Dept.) _____
(Please attach Light plot if necessary)
- Attached plot showing stage usage

SOUND

- No amplification, tape or CD player needed, or
- Pre-recorded cassette tape or CD's played (theatre dept.)
Please check format used
- | | | | |
|---|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Cassette | <input type="checkbox"/> CD | <input type="checkbox"/> Mini Disk | |
| <input type="checkbox"/> Live sound amplification | <input type="checkbox"/> FOH Mix | <input type="checkbox"/> Wired Mics | <input type="checkbox"/> Instruments |
| <input type="checkbox"/> Backstage Monitor Mix | <input type="checkbox"/> Wireless Mics | <input type="checkbox"/> Singing | <input type="checkbox"/> Speech Only |

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MUSIC - *Subject to Music Dept. Approval*

Risers

Sound Shell

Upright Piano

BACKSTAGE

Nothing needed

Prop Tables

Clothing Rack

Crew*

Backstage running lights

Dressing rooms (YOU MUST CLEAN THEM AFTER PERFORMANCES!!)

CREW*

WSC Crew Needed

of Persons needed

Needed for the following:

Using Organization Crew

* If you choose to use WSC Staff there is a \$15/hour per person charge. We recommend using our staff or your own to ensure no food or drink enters the facility. You **must** use WSC staff for sound and lightboard operation and fly rail use.

CLEANUP - WSC will conduct a "walk-through" before load in and after load out

Sponsoring organization will clean the facilities to WSC approval

If evidence of food or drink (other than bottled water) is found there will be a \$150 charge

Sponsoring organization will pay WSC staff for clean up

I accept full responsibility for the use of the Taylor Auditorium, stage, studio and theatre equipment. I also accept responsibility for restoring the auditorium and all equipment used to a condition as good, if not better, than I found it (to include cleaning after the event). I understand I will be charged \$150 for any evidence of food or drink found in the auditorium. I understand that any changes to this contract need to be approved by the technical director no later than 10 days prior to the event.

Sponsor

Date

WSC Technical Director

Date

Music Program Director (if applicable)

Date

Please return the completed form to Dawn Larkey at dlarkey@western.edu. Please call 970-943-2191 with any questions.

For off campus organizations, please contact Bradley Branam (bbranam@western.edu) for pricing structure. A space agreement contract will be sent to you from the Purchasing office. This form must be completed prior to your event loading into the theatre.