

Pridemore Playhouse Reservation Request

For Office Use Only	Request Date: _____ Event Date(s): _____ Total Reservation Time: _____ Starting Time: _____
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Sponsoring Organization: _____

Type of Event: _____ Estimated Attendance: _____

Attendance at this event will be open to: General Public _____ Students _____ Faculty / Staff _____. Will admission be charged? ____ If so, please indicate amount. \$ _____

PERSON MAKING RESERVATION: _____

Signature Phone #

Address: _____

NOTICE: By affixing your signature to this form, you or the sponsoring organization, where applicable, assume full responsibility for (1) maintaining appropriate levels of behavior during event, for (2) appropriate clean up of facility following the event and (3) for compliance with Radford University policies and laws of the Commonwealth of Virginia. Failure to abide by the terms of this agreement may result in charges being brought against you and/or the sponsoring organization, where applicable.

Technical Requirements

NOTICE: A technical rider must accompany this form for all major events. For assistance completing this form, contact the Technical Director of Pridemore Playhouse. Telephone: 831-5838

Will this performance require stagehands? _____ If so, how many? _____ What time is load-in? _____ What time is load-out? _____

NOTICE: A stagehand is required to be on site during all events stage in Pridemore Playhouse. Arrangements can be made through the Technical Director.

Does this event require follow spots? _____ If so, how many? _____ Does this event require an electrician? _____

The sponsoring organization is responsible for contacting the Technical Director of Pridemore Playhouse to arrange lighting and sound. All arrangements must be completed one week prior to the event.

The sponsoring organization will be responsible for any expenses incurred when requesting the use of special labor (i.e., stagehands, electricians, spot light operators, light board operators, etc.): and in some cases expenses for set-up and usage of stage lighting.

The sponsoring organization is responsible for the acquisition and set-up of all items required for the event. (i.e., audio-visual equipment, furniture, risers, etc.) The sponsoring organization will be responsible for providing ushers, security, a stage manager and house manager when needed.

NOTICE: Any equipment moved into Pridemore Playhouse is to be arranged through the Technical Director. All equipment must be removed within 24 hrs. after the event. Charges will be assessed for all equipment not moved within the 24 hr. period. Charges will be assessed for damages resulting from the improper use of the facility. The sponsoring organization will be responsible for these charges.

Stage Usage

Indicate the various stage areas required for this event: Down Stage _____ Orchestra Pit _____ Dressing Rooms _____ Complete Stage _____ Wing Space _____ Loading Dock _____

I understand and agree to the conditions listed above.

Signature	Date	Technical Director's Signature	Date
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Complete and return this form to the Theatre Dept. Technical Director at Box 6969