

## Memminger Auditorium Venue Reservation Application

Please note this form is for inquiry only – information provided does not secure a hold for the venue.

### Client Information:

Individual and/or Group Name of Applicant:

Address:

Telephone:

E-mail:

Preferred Method of Contact:

Nature of Organization:     Individual             Corporate             Non-profit/Charitable

Professional Performing Arts Group     Teaching / Educational

Community Group                             Cultural

Other (please specify):

Are you a tax exempt Non-Profit Organization?     Y     N

Federal Tax ID #: \_\_\_\_\_

Please attach copy of 501(c)(3) non-profit status certificate.

### Event Information:

Requested Dates for Reservation:

Is installation and/or tear down coverage needed for additional dates?     Y     N

Nature of Event:     Performance                             Conference                             Lecture/Seminar

Meeting                                     Reception                             Workshop

Fundraiser to benefit:

Other (please specify):

Purpose of Event and Title:

Is this a reoccurring event and/or has it been hosted in past years?     Y     N

Is this event open to the public?     Y     N    Guest Expectancy: \_\_\_\_\_

Type of Admission:     Free     Registration     Invitation     Ticketed

Please list ticketing and/or registration outlets:

How do you plan to market your event?

Will there be entertainment? Please provide description and name of entertainer/s.

Do you plan to serve food and/or alcohol?  Y  N

If yes, who will be providing service? \_\_\_\_\_

Please describe your event in terms of technical requirements (sound, lighting, projections, performance components?) and provide an order of events, including beginning and end times.

It is the understanding and agreement that failure to provide information pertinent to the use of these facilities and/or information requested by Memminger Auditorium personnel may result in penalties upon booking.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_