



the **reser**

PATRICIA RESER  
CENTER FOR THE ARTS

## RENTAL INFORMATION FORM

Event Title: \_\_\_\_\_

Event Type:  Performance  Reception  Meeting  Class  Other

Title of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Non-Profit:  Commercial:

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Attendance:  Public (Tickets Sold)  Private (Invite Only)

Estimated Number of Attendees: \_\_\_\_\_

Will the event be ticketed?  Yes  No

Space(s) Needed:  Main Stage  Lower Lobby  Upper Lobby  Lab 1  Lab 2

Bridge  Pavilion Room  Courtyard

Event Start Date/Time: \_\_\_\_\_, 20\_\_\_\_ :\_\_\_\_ AM PM

Event End Date/Time: \_\_\_\_\_, 20\_\_\_\_ :\_\_\_\_ AM PM

**For events requiring more than one day, please attach a schedule.**

Is this the first time you have staged this event, or a similar event? \_\_\_\_\_

If this is a public event, how do you plan on promoting attendance: \_\_\_\_\_



the **reser**

PATRICIA RESER  
CENTER FOR THE ARTS

Will food and/or beverages be required?     Yes     No

If Yes, please describe: \_\_\_\_\_

Room Set-Up Needs: \_\_\_\_\_

Audio/Visual: \_\_\_\_\_

Production Requirements: \_\_\_\_\_

Refer to Technical Specifications List for Inventory.