



UNIVERSITY OF WISCONSIN

Manitowoc

A Campus of the University of Wisconsin Colleges

Theatre Use Request Form

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

Group Requesting Space: Campus Group For-Profit Organization University-Related Group Non-Profit Organization

Return Form to: April Peissig, Facility Coordinator, UW-Manitowoc, 705 Viebahn St., Manitowoc, WI 54220-6699. Phone 920-683-4700; fax 920-683-4776.

Organization/Individual Requesting Space: \_\_\_\_\_
Sponsoring Campus Office or Organization (if required by UWS Ch. 21): \_\_\_\_\_
Contact Name: \_\_\_\_\_ Fax: \_\_\_\_\_
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Type of Event (please provide description of event): \_\_\_\_\_

Number of Persons Attending: \_\_\_\_\_ Will a Fee be charged for this Event? Yes No If Yes, Fee Amount: \$ \_\_\_\_\_

Dates for Rehearsals:

Table with 3 columns: Date(s), Day(s) of Week, Start and Stop Times

Dates of Performance:

Table with 3 columns: Date(s), Day(s) of Week, Start and Stop Times

Theatre Technical Support Requested: Yes No

(Billed Hourly) Includes requests for lighting and sound beyond the standard house lights, i.e. any sound amplification including microphones and/or music; any spotlighting or special lighting; any changes to the curtains; any stage set up.

Theatre Equipment Requested: (select requested equipment)

- 1. Microphone
2. Piano
3. Multimedia Podium (Theatre only)

IT Support Requested: Yes No

(Billed Hourly) Please contact Cristi Faucher, 920-683-2744 to make arrangements for the use of the multimedia podium.

Food Service Requested: Yes No

If Yes, to make arrangements, please contact Blue Devil Grill
920-683-4714 or 920-683-4710

Will Alcoholic Beverages Be Served at this Event? Yes No

If yes, UW-System guidelines require approval of Dean, as well as other restrictions. Please see Facilities Use Policies & Procedures for more information.

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the UW-Manitowoc Facility Use Policies and Procedures. Please see attached applicable policies and procedures.

Signature \_\_\_\_\_ (for Organization) Date \_\_\_\_\_

Campus Approval
By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_
Comment: \_\_\_\_\_
Estimated Usage Fee: \$ \_\_\_\_\_
\*Actual fee will be determined following event.

## Theatre Use Cost Estimate

The UW-Manitowoc Theatre is available for limited use with the charges and stipulations listed below. The theatre space may be rented "as is" pending University scheduling and previous commitments. It may be rented with technical support if such a University staff person is available. The University makes no guarantee that technical support will be available and reserves the right to deny the use of the space if technical support cannot be provided. All reservations will be made through April Peissig and must be approved by the Campus Dean/CEO. **Error! Bookmark not defined.**

### Rental Rates for Theatre:

**Per Event/Performance: \$350** (up to 4 hours), plus **\$30/hour** (for use beyond 4 hours on day of event)

**Rehearsal & Prep Time in Theatre: \$30/hour**

### Facility Supervisor Fee: \$50/hour

Fee applicable for any event scheduled outside the normal University building hours of 7:00 am – 10:00 pm, Monday through Thursday and 7:00 am – 5:00 pm, Friday. The facility supervisor is NOT responsible for providing technical or IT support/assistance.

### Theatre Technical Support (\*if available\*): \$50/hour

The University technician fee charged on an hourly basis for assistance with lights and sound.

### IT Support (\*if available\*): \$50/hour

There is a minimum of a 1 hour fee for IT support (does not include sound and lights). Fee applicable for any request of the use of the multimedia podium and IT capabilities such as PowerPoint, video, etc.

## Rental Estimate for Theatre Use

<b>Number of performances @ \$350.....</b>	_____	=	_____
<b>Additional hours @ \$30/hr.....</b>	_____	=	_____
<b>Facility Supervisor Fee @ \$50/hr.....</b>	_____	=	_____
<b>Theatre Technician Fee @ \$50/hr.....</b>	_____	=	_____
<b>IT Support Fee @ \$50/hr.....</b>	_____	=	_____
<b>Use of the Commons @ \$35/hr.....</b>	_____	=	_____
<small>Reserves the commons space for number of hours indicated. Request for Food Services must be submitted separately. Contact Blue Devil Grill (920) 683-4714, or April Peissig (920) 683-4700.</small>			
<b>*Total (this is an estimate).....</b>	_____	=	_____

\* Actual fee will be determined following event.

### Notes:

---



---



---



---



---