# 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):

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Address:</td>
<td>City, State, Zip:</td>
</tr>
</tbody>
</table>

## 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>
<thead>
<tr>
<th>Date(s)</th>
<th>Day(s) of Week</th>
<th>Start and Stop Times</th>
</tr>
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<tbody>
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### Dates of Performance:

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Day(s) of Week</th>
<th>Start and Stop Times</th>
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</table>

## 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.

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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.*
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.

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**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.

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**Rental Estimate for Theatre Use**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of performances @ $350</td>
<td>$350</td>
</tr>
<tr>
<td>Additional hours @ $30/hr</td>
<td>$30</td>
</tr>
<tr>
<td>Facility Supervisor Fee @ $50/hr</td>
<td>$50</td>
</tr>
<tr>
<td>Theatre Technician Fee @ $50/hr</td>
<td>$50</td>
</tr>
<tr>
<td>IT Support Fee @ $50/hr</td>
<td>$50</td>
</tr>
<tr>
<td>Use of the Commons @ $35/hr</td>
<td>$35</td>
</tr>
</tbody>
</table>

*Total (this is an estimate)..................* $30

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*Actual fee will be determined following event.

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**Notes:**

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