



**Performing Arts Center
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330-8393**

FACILITY LICENSE APPLICATION AND EVENT INFORMATION FORM STUDENT-SPONSORED EVENTS

Thank you for your interest in having your event at the Performing Arts Center at California State, University, Northridge. In preparation for our first meeting regarding your event, please read and complete this form. The form has been developed to assist you in the planning of your event and to aid the PAC in providing you an estimate of fees and expenses.

Student organization-sponsored events require the presence of a current CSUN faculty/staff advisor or his/her designee at all times while licensee is on PAC premises. The faculty/staff advisor is expected to be involved in all stages of the planning and contracting for the event and is required to sign all event documentation, including reservation deposit requests. It is requested that all information be communicated through one organization representative.

For an event to be considered for approval, complete ALL sections prior to submitting the Application and Event Information Form. When complete and ALL required signatures have been obtained, please mail to the address above or fax to (818) 677-5472.

Proposed Event Name: <small>[For guest groups, artists or speakers, please provide full name—REQUIRED]</small>	Today's Date:
Proposed Date(s) and Time(s) of Event (Please list desired date and two alternative dates):	
Performance(s): _____	Time(s): _____
_____	_____
_____	_____
Rehearsal(s): _____	Time(s): _____
_____	_____
_____	_____

Sponsoring Organization: <small>[No Co-sponsorships permitted]</small>	Faculty Advisor/Staff Liaison: <small>[Must be current CSUN Faculty/Staff]</small>
Representative/Title:	Authorized Signatory/Title: <small>[Person authorized to sign the Agreement]</small>
Address/Mail Drop:	
Phone: Day: (____) _____ Evening: (____) _____ Fax: (____) _____	
E-mail _____ @ _____ Cell Phone: (____) _____	

Please provide account information [if not an Associated Student Account]:			
Name of Bank	City & State	Account Type	Phone Number

EVENT PERSONNEL INFORMATION

Please provide the following contact information:	Name	Phone Number
Primary Producer (person in charge of overall event)	_____ (_____) _____ e-mail address _____	
Production Manager (person in charge of all technical aspects of event)	_____ (_____) _____ e-mail address _____	
Ticket Office Contact (person in charge of ticketing)	_____ (_____) _____ e-mail address _____	

GENERAL EVENT INFORMATION

Brief Description of Event: [What type of event? (dance recital, music performance, speaker, etc.) Is the event a fund-raiser? What other activities are planned aside from the performance? Are there any security concerns? etc.]
Running Time of Show: _____ hrs. _____ min. [including intermission(s), if any] Anticipated Attendance: _____
How many people will be on stage during the event? [total number of participants/performers]
Generally, what ages are the event participants/performers (if minors)?

FRONT OF HOUSE

Theatre Operation Schedule
Time
_____ Event Start Time(s)
_____ Ticket Office Opens (1 hour prior to event start time)
_____ House Opens for Seating (1/2 hour prior to event start time)
_____ Event Ending Time(s)
Is there an intermission? _____ No _____ Yes If yes, how long?
Will you be selling merchandise? (Souvenir programs, t-shirts, recordings, etc.)? _____ No _____ Yes <i>The PAC collects a 20% commission on gross sales of all merchandise. The PAC provides food concessions at its discretion.</i>
Will there be a printed program to be distributed to all patrons? _____ No _____ Yes How/when will programs be delivered to the PAC?

TECHNICAL REQUIREMENTS

LIGHTING: Briefly describe your lighting needs for the stage (i.e. "A general wash of lighting on the stage in three colors with some special lights focused in certain areas.")

Will you need followspot lights? No Yes If yes, how many? 1 2

SOUND: Briefly describe your sound needs for the production (please include band instrumentation, monitor requirements, microphone requirements, and playback requirements.)

RECORDING: Do you plan to have your event recorded?

No Yes If yes: Video Audio

AUDIO/VISUAL: Do you have any special audio/visual equipment needs: (i.e. CD/DVD player, video projector, overhead projector, projection screens, television monitors, etc.) No Yes (If yes, please describe below)

THEATRE & STAGE CONFIGURATION

Will you require an orchestra pit or floor area for instrumentalists? No Yes

*(Note: When pit cover is removed and pit is used, players will be on the same level as the audience.
You will have maximum stage area when pit is covered.)*

Will you need access for participants to move from the house (audience) up on to the stage? No Yes

Please describe your general stage set-up. (i.e. "There will be one set with some pieces that move on and off stage.", "Stage set for a 5-piece band with risers for the drum set.", etc.)

TICKETING

General Ticketing Information

For purposes of liability and crowd control, tickets for your event(s) must be printed by the Associated Students Ticket Office or the PAC. Only PAC and TicketMaster tickets will be accepted for admission to the event. Every patron (regardless of age) must have a ticket. **ALL persons present in the auditorium during a performance must present a ticket, including event volunteers and participants.** The PAC may retain a minimum number of house seats. Once event contracts are fully executed (all insurance requirements met and contracts signed by University Purchasing Office), tickets will be available for sale. When all estimated labor and equipment deposits have been received, you may take all or part of your tickets out on consignment to sell on your own. At its discretion, the PAC may require you to leave 50 tickets in the ticket office for sale. Ticket build and printing expenses will be charged back to the sponsoring organization.

What will your ticket prices be?

Seating: _____ Reserved _____ General

At its discretion, the PAC may require reserved seating.

MARKETING AND ADVERTISING

Advertising Requirements: *Please note that the Performing Arts Center must approve all marketing materials prior to release.*

How and where will your event be advertised and promoted?

GENERAL POLICIES

Please be aware of the following general policies:

- ◆ The PAC is a No-Smoking Facility. Smoking is prohibited in all areas of the building.
- ◆ Alcoholic beverages are not permitted on the premises.
- ◆ No food or drink is allowed inside the stage, theatre or dressing rooms at any time.
- ◆ Only event participants are allowed backstage during a performance.
- ◆ No co-sponsorships are permitted.
- ◆ Event day(s): all event performers, event personnel, event workers, etc. are to enter through the Artist's/Stage Entrance at the north side of the building, not through the lobby doors.

SIGNATURE

I certify that the preceding information is complete and accurate. I understand that this questionnaire is not a legal contract and that the information is for use by the Performing Arts Center to evaluate the needs and feasibility of the proposed event. It is subject to the approval of the PAC and does not obligate either the Performing Arts Center or the applicant or confirm acceptance of the applicant or the event by the PAC.

Student Officer Signature/Title

CSUN Faculty Advisor/Staff Liaison Signature [REQUIRED]

Print Name

Print Name