

UNIVERSITY LICENSING

Promotional Event Request Form

To book space to promote your brand or provide free product sampling on the California State University, Northridge campus, please answer the following questions and send form via email to licensing@csun.edu:

Organization: _____ **Requestor's Name:** _____

Address: _____

Email: _____ **Phone:** _____

Please complete the following questions:

- a. Event Name: _____
- b. Event Dates: From: _____ To: _____
- c. Time of Event: From: _____ To: _____
- d. Load-In Date / Time: _____ Load-Out Date / Time: _____
- e. Special needs (i.e. wi-fi, electricity, etc.): _____

- f. Type of Activity (Describe in detail – provide deck / attachment if necessary):

- g. Will there be amplified sound, if so, what type? (ie. DJ/Stereo etc.):

- h. Will food/beverage be distributed? Specify type (i.e. pre-packaged, etc.): _____

Upon receipt of the completed form, University Licensing will review the information and contact you for further details. In the meantime, please be prepared to do the following:

- Fees may be assessed for the following: admin fee, custodial, parking, police services, staffing
- Copies of signed agreements, full payment, and cert. of insurance must be submitted 10-15 days PRIOR to the event date.
- Organization must provide insurance for the following amounts:
 - Certificate of Insurance for \$2 - \$4 Million. To include general liability, auto liability, and Worker's Compensation.
 - General Liability: \$1,000,000 per occurrence (Bodily and Property Damages)
 - Commercial Auto Liability: \$1,000,000 per occurrence (Bodily and Property Damages)
 - Worker's Compensation: per occurrence (Bodily or Disease)
 - The following Endorsement Letters naming The University Corporation and the University as an additional insured.
 - General Commercial Liability
 - Auto Liability
 - Waiver of Transfer of Rights / Subrogation
 - Non-Contributory