



PERFORMING ARTS CENTER  
S a n L u i s O b i s p o

**REQUEST FOR USE  
ALEX & FAYE SPANOS THEATRE  
SAN LUIS OBISPO, CALIFORNIA**

<b>DAY(s) of WEEK</b>		<b>DATE(s) of EVENT</b>	
<b>EVENT/PERFORMANCE INFORMATION</b>			
<b>Name of Performance/Event</b>			
Description of Event for Website:			
<b>Type of Event/Performance</b>			
<b>Performance:</b> <input type="checkbox"/> Dance <input type="checkbox"/> Concert <input type="checkbox"/> Drama <input type="checkbox"/> Other: <b>Special Event:</b> <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Banquet <input type="checkbox"/> Other:			
<b>Space to be Reserved</b>			
<input type="checkbox"/> Theatre & Green Room <input type="checkbox"/> Dressing Rooms (3 available) <input type="checkbox"/> Lobby <input type="checkbox"/> Theatre Patio			
<b>RESERVATION DATE(S) and TIME(S)</b>			
If more than four days, submit a detailed schedule or complete form provided on page 5.			
----Reservation Date(s)----		-----Pre Event-----	
-----Event-----		--Post Event--	
Reser- vation	Day of Week	Date (m/d/yr)	Set Up/ Arrival
			Set Up End
			Event Begin
			Event End
			Clean Up/ Load Out
<b>1</b>	This is a: <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event		
<b>2</b>	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event		
<b>3</b>	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event		
<b>4</b>	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event		

**OFFICE USE ONLY:** Approval : \_\_\_\_\_ Date: \_\_\_\_\_  
 Distribution: ez nc db rr  
 House Manager:     yes     no

*revision 11/13*

**SPONSOR INFORMATION**

If event is co-sponsored, complete sponsor and co-sponsor information

Sponsoring Organization Name		Co-Sponsoring Organization Name	
Sponsoring Address		Co-Sponsoring Address	
Contact Name		Co-Sponsor Contact:	
Contact Phone		Co-Sponsor Phone	
Contact Fax #		Co-Sponsor Fax #	
Contact Email Address		Co-Sponsor Email Address	

	Campus Acct # or State/Foundation/ ASI #	Sponsor:	
		Co-Sponsor	
	Tax Id #	Sponsor:	
		Co-Sponsor	
	Non-Profit ID # <small>In order to receive not-for-profit rates, a copy of your determination must be provided with this request for use form</small>	Sponsor	
		Co-Sponsor	

**Additional Billing Contact Information:**

If name of Individual designated to receive billing is different from above

Name		Phone	
Address		Email	

<b>FRONT OF HOUSE INFORMATION</b>		
<b>Intermission</b>		
<input type="checkbox"/> Yes, there will be an intermission <input type="checkbox"/> No, there will not be an intermission		
Length of intermission: <i>(standard 15 minutes)</i>		
<b>Product Merchandising</b>		
<i>A percentage of all revenue for merchandise sold must be assigned to the Theatre</i>		
<input type="checkbox"/> No, merchandise will not be sold		
<input type="checkbox"/> Yes, merchandise will be sold	Merchandise Contact Name:	
	Phone	

<b>TECHNICAL AND EQUIPMENT REQUIREMENTS</b>		
<i>All equipment needs for the Spanos Theatre must be advanced through the Technical Director, David Beals (756-7113)</i>		
<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Platforms
<input type="checkbox"/> Sound Board in Audience	<input type="checkbox"/> Percussion	<input type="checkbox"/> Upright Piano
<input type="checkbox"/> Music Dept Grand Piano	<input type="checkbox"/> Capurso Grand Piano	
Please explain any additional technical or equipment needs		

<b>TICKETING SERVICES INFORMATION</b>		
If admission will be charged for the event, complete the following.		
Ticketing policies are available for review and a ticketing questionnaire must be returned to the Ticketing Services Manager at least three weeks prior to the on-sale date		
Seating will be	<input type="checkbox"/> General Admission	<input type="checkbox"/> Reserved Seating
Event on sale date:		Estimated Number of Attendees (per day)

<b>CATERING AND FOOD SERVICE REQUIREMENTS</b>		
To arrange for catering for the event, contact Campus Catering at 756-1177		
<i>All food and beverage service must be provided by Campus Catering.</i>		
The following type of catering service will be needed: <input type="checkbox"/> Food <input type="checkbox"/> Beverage <input type="checkbox"/> None		
Indicate the type of food or beverages that will be served		
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
<input type="checkbox"/> Reception	<input type="checkbox"/> Meals/Snacks for Performers	
<b>Receptions</b>		
If event will have a reception for attendees, please complete the following		
The reception will be held in the following location		
<input type="checkbox"/> Lobby	<input type="checkbox"/> Patio	<input type="checkbox"/> Backstage
<input type="checkbox"/> Green Room	<input type="checkbox"/> Other: (Please explain):	

**Youth Outreach for the Performing Arts Center (YOPAC) sponsorship:**

Groups staging events at the Cohan Center or Spanos Theatre, which meet the following criteria, may qualify for reduced fees. If your group wishes to apply for YOPAC sponsorship, please check the box that applies.

Student Matinee(s)

The audience for this matinee performance will consist only of young people 18 years of age and under, plus an appropriate number of teachers or chaperones. Tickets will not be sold to the general public. The ticket price to be charged for this performance will be \$10 or under.

Young Artists On Stage

The presenter of this event must be an area school or not-for-profit organization. The performers for this event will consist predominantly of young people 18 years of age and under, but may include a very limited number of adult performers serving as leads, tutors or teachers. The ticket price to be charged for this performance will be \$14 or under.

**Insurance**

Your organization will be required to provide proof of general liability insurance at the discretion of the Center.

**Cancellations**

Cancellations must be made in a timely manner or charges may be incurred.

This REQUEST FOR USE will be received by the Manager of the Spanos Theatre. After a review of the information, you will be provided with the User Agreement and all pertinent information for your event. You will be advised of the ESTIMATED charges for your event after the set-up and technical needs for your event have been determined.

Use of the Spanos Theatre CANNOT BE CONFIRMED until the User’s Agreement has been signed and returned to the Cal Poly Theatre, and the required deposit has been paid. Proper identification (current driver’s license) of the signer of the deposit check may be required.

I (undersigned) have completed all items in this Request for Use and will comply with contents.

\_\_\_\_\_  
Client’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client’s Name

**COMPLETE AND RETURN THIS PAGE ONLY  
IF RESERVATION IS MORE THAN 5 DAYS**

<b>RESERVATION DATE(S) and TIME(S)</b>							
<b>----Reservation Date(s)----</b>			<b>-----Pre Event-----</b>		<b>-----Event-----</b>		<b>--Post Event---</b>
Reser- vation	Day of Week	Date (m/d/yr)	Set Up/Arrival	Set Up End	Event Begin	Event End	Clean Up/Load Out
<b>1</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>2</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>3</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>4</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>5</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>6</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>7</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>8</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>9</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						
<b>10</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event						