

# ***PERFORMING ARTS CENTER*** **CHAPEL RESERVATION REQUEST FORM**

## **CONTACT INFORMATION**

Sponsoring Department or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

## **EVENT INFORMATION**

Date of Event \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ Arrival time of contact person \_\_\_\_\_

Event title \_\_\_\_\_ Estimated attendance \_\_\_\_\_ (433 max capacity)

**\*Will admission be charged at this event?** \_\_\_\_\_ **Will donations be taken at this event?** \_\_\_\_\_

**Student organizations must receive solicitation approval from the Department of Student Activities. University Departments must receive approval from the Performing Arts Center. Has your department or organization received this approval?** \_\_\_\_\_

**SETUP INFORMATION FOR STAGE AND LOBBY** The quantity of each type of equipment is indicated in parentheses. Please specify the quantity needed for this event. *The sponsoring organization is responsible for obtaining any equipment not included on this list.*

_____ Tables (2)	_____ Podium (1)	_____ Microphone - lavalier (1)
_____ Arm chairs (2)	_____ Microphone - on a stand (4)	_____ CD/cassette player (1)
_____ Musician chairs (10)	_____ Microphone - hand held (1)	_____ Projection screen (1)

Comments \_\_\_\_\_

UGA Account Number to be charge for event: \_\_\_\_\_ Paying by check? Yes No

Are flowers/plants being delivered? Yes No

**Signature of contact person** \_\_\_\_\_ **Date** \_\_\_\_\_

**PAC Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

The sponsoring organization will be charged \$10/hour (4 hr. minimum) to cover the cost of labor for this event.

\*If the event is ticketed a \$400 rental fee will be applied.

**OFFICE USE ONLY**

Production Office \_\_\_\_\_