



Santa Clara University Center of Performing Arts
Facility Reservation Form for the Music & Dance Building

Please return this completed form with you contract

Contact name: _____

Phone number: (home) _____ (work) _____

E-mail: _____

Secondary contact: _____ Phone: _____

Name of event: _____ Date of event: _____

Contracted time: (from) _____ (to) _____

*Please note, you will only have access to the rented facility during the hours indicated on your contract.

Event start time: (from) _____ (to) _____

*Please note, your contracted time should include all time necessary for event set-up prior to the start of your event. The Center of Performing Arts recommends at least 15 minutes for a piano recital or speaking presentation and at least 30 minutes for any event requiring multiple instruments and/or sound checks.

Expected audience: _____ Number of performers/participants: _____ Number of performances: _____

Estimated length of event: _____ Event is a (check one) [] Rehearsal [] Performance [] Speaking Presentation

Facility(ies) to be Used: [] Recital Hall [] Rehearsal Hall [] Other _____

Event Set-Up Lobby: [] Chairs Qty: _____ (10 available)

[] Tables Qty: _____ (5 available)

Event Set-Up Stage: [] Piano (indicate piano(s))

[] Steinway Grand [] Kawai Baby-Grand

[] Microphone (indicate microphone type or discuss with technical coordinator)

[] for podium [] wireless [] lapel [] corded Qty: _____ (5 available)

[] Music Stand Qty: _____ (30 available)

[] Chairs Qty: _____ (30 available)

[] Tables Qty: _____ (same availability as lobby)

[] Podium

[] Other Equipment Needs _____

Will you be having a reception? [] Yes [] No

If yes, which SCU caterer will be catering the event? [] Bon Appetit [] Adobe Lodge

*All food/beverages served must be catered by an SCU caterer. Please see our Rental Information Sheet for more details.

Will you be selling tickets? [] Yes [] No