



Santa Clara University Center of Performing Arts
Facility Reservation Form for the Mayer Theatre

Please return this completed form with you contract

Contact name: _____

Phone number: (home) _____ (work) _____

E-mail: _____

Secondary contact: _____ Phone: _____

Name of event: _____

Dates and contracted times of event(s):

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

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

Event/performance start time(s):

*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.

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

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

Estimated length of event: _____ Will you be selling tickets? Yes No

Facility(ies) to be Used: Mayer Theatre Dressing Room Make-up Room Green Room
 Other _____

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.

Please turn over and complete second page of form.

Event set-up

Lobby:

Chairs Qty: _____ (40 available)

Tables Qty: _____ (5 available)

Stage (speaking presentations):

Piano

Microphone (indicate microphone type or discuss with technical coordinator)

for podium wireless lapel corded Qty: _____ (8 available)

Chairs Qty: _____ (same availability as lobby)

Tables Qty: _____ (same availability as lobby)

Podium

Other Equipment Needs _____

Stage (dance, music, and theatre productions):

The Center of Performing Arts Technical Coordinator will contact the member of your group listed below to discuss technical set-up needs for your production.

Use contact already listed on form.

Technical contact name: _____

Phone number: (home) _____ (work) _____

E-mail: _____