

## FACILITY RENTAL AGREEMENT

Event Name: \_\_\_\_\_

Presenter: \_\_\_\_\_

Location/Theatre: \_\_\_\_\_ Center Code: \_\_\_\_\_

Performance Date(s): \_\_\_\_\_

Additional Reservation Date(s): \_\_\_\_\_

Charges will be assessed for services according to rates set by the Venue. These charges include, but are not limited to, venue rental, equipment rental, box office charges, stage hand labor, and usher and security charges.

Basic charges are detailed in Schedule A and event specific estimates can be completed upon request.

Rate Category (to be completed by venue):  **University Event/Academic** (must be req. for class credit)

**University Event/Non-Academic** (ex. RSO)

**Non-University Affiliated Non-Profit Organization**

Non-profit number \_\_\_\_\_

**Non-University Affiliated For-Profit Organization**

This agreement must be signed by an authorized User Representative in order to validate reservations. BY COMPLETING AND SIGNING THIS AGREEMENT, THE USER ACKNOWLEDGES RECEIPT OF A COPY OF THE POLICIES AND PROCEDURES CONCERNING USE OF FACILITIES AND AGREES TO BE BOUND BY AND ADHERE TO THESE POLICIES AND PROCEDURES.

THIS CONTRACT MUST BE RETURNED SIX (6) WEEKS PRIOR TO THE DATE OF THE EVENT. NO PUBLICITY OR TICKETS CAN BE DISTRIBUTED PRIOR TO THIS SIGNED CONTRACT BEING RETURNED TO WHARTON CENTER.

### **BILLING INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ MSU Acct #

\_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Campus/Billing

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Event Coordinator/Conductor \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

All events taking place in the Cobb Great Hall or Pasant Theatre must complete a Backstage Paking Request and return it one week prior to event. Passes will be mailed (See Parking Addendum)