



Reservation Request Form

Please save this form under a new file name with your date of rental and organization name (Disney_01-01-2018.pdf)

Event Title: _____ Event Dates: _____

Renting Organization: _____

Non-Profit MSC (Dept. _____) Univ. of Alaska

Contact Name(s): _____

Phone 1: _____ Phone 2: _____

Fax: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Rental Date Information: (For rehearsal days, indicate REH in the performance time slot)

Rental Date(s): _____ Time In: _____ Time Out: _____ Performance Time: _____

Rental Date(s): _____ Time In: _____ Time Out: _____ Performance Time: _____

**for additional dates please use the back of this form*

Facility Charges:

Performance Day: \$900

Rehearsal Day: \$400

Dark Day: \$200

**20% discount available to Non-Profit Groups*

Method of Payment:

Credit Card

Cash

Money Order

Purchase Order

Technician Charges:

\$35 per hour, per technician (*non-profit discount does not apply*). **One technician is required**; a second is based on need. This requirement will be determined by the Theatre Director, based on your event needs indicated on this form.

If providing your own technicians, please indicate the positions they will fill below: (Sound, Stage, Spotlight, etc.)



Event Equipment and Details Form

(Select all equipment that apply to your event)

Equipment Included with Basic Rental:

Podium with Two Microphones Basic Light Wash One Lighting Special

Additional Equipment (per day charges):

Projector and Screen (\$75)

Includes a presentation remote if needed.

Grand Piano (\$300)

First day rental includes tuning. Subsequent rentals are \$200 per day.

Special Requests (per event charges):

Audio Design Services Amount Based on Design and Setup

Light Design Services Amount Based on Design and Setup

Set Design Services Amount Based on Design and Setup (** See Below)

Price and Availability depends on the complexity of the design requirements. The Glenn Massay Theater will no longer be designing and/or building large production sets, this will need to be provided by the renting group.

Contact the Theatre Director for details (907) 746-9302

Event Notes: (Please include setup and teardown plans as well as a basic schedule of the day)

For extra notes, please use the back of this form or attach an extra sheet as needed.

Theater Ticketing System

1. The GMT uses Vendini, Inc., a mass ticketing company used nationwide. We have the ability to sell tickets for your event, however, we will only sell tickets if the GMT is the sole ticket provider. Splitting ticket sites is not allowed.
2. If you would like for us to sell tickets, we will need the advertising info listed in the next section.
3. Vendini has fees associated with their ticket sales, these fees can be included in the ticket face value (paid by the renting organization), or added at the end of a sale (paid by the patron). They are as follows:

<u>Ticket Face Value</u>	<u>Vendini Fee</u>
\$0.00 - \$0.00	\$0.35
\$0.01 - \$5.00	\$0.99
\$5.01 - \$9.99	\$1.50
\$10.00 - \$14.99	\$2.00
\$15.00 - \$19.99	\$2.50
\$20.00 - \$29.99	\$3.00
\$30.00 - \$39.99	\$3.50
\$40.00 - \$49.99	\$4.00
\$50.00 - \$99.99	\$5.00
\$100.00 AND UP	\$10.00

Which ticketing method do you prefer?

- We will use Vendini
 We will use our own system
 Our event is free

Advertising Needs and Information

The GMT can advertise your event. The basic advertising, included in the rental cost, is a spot on our website event listing, as well as on our Facebook page and Mat-Su College online calendar. Please fill out and provide the following in order to be added to the basic advertising package.

Event Ticket Costs: General _____ Student/Child _____ Senior _____

Would you like Complimentary tickets to be available for your event? Yes No

What type of seating will be implemented for your event? General Reserved



Advertising Needs and Information (cont.)

Event or Organization website for Public Information: _____

Ticket Sales website (if different from event website): _____

Contact Name (for Public Use) _____

Contact Number (for Public Use) _____

Contact Email (for Public Use) _____

Event Description: (Please limit to 300 words or less)

****Please email a .JPG or .PNG file of a graphic to promote your event.*

IMPORTANT: Event will not post until the above info is received. Please be sure to provide a short blurb and email us an image to use for the event and, if applicable, your company logo.

Theater Contract Rental Rules

Proof of event insurance must be provided at least two weeks prior to your event. All official UAA events are covered by UAA insurance. Official Anchorage School District events are covered by ASD insurance. Most non-profit and for-profit organization already have insurance that may cover and off-site event. Your carrier can fax a copy of your insurance rider to (907) 745-9711 or email a PDF copy to gmt@matsu.alaska.edu to complete this requirement. If you need to purchase insurance for your event and do not already have a carrier, the University of Alaska Statewide offers event insurance for events at a University location. For details, please visit:

http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/event-insurance/

1. GMT is only responsible to provide those items which are agreed upon in writing.
2. A theater Technician will be present during your event as needed; determined by your technical requirements. Please see the Technician for any questions you may have during your event.
3. Keep the facility clean during your time in residence. Post event clean-up includes: Pick up trash, remove posters and signage, put away tables and chairs, clear the stage of any props used, etc.
4. Decorations and on-campus advertising of this event **MUST** be removed immediately after your event.
5. Keep the EXITS and all doorways clear of debris, trash, and other obstructions **AT ALL TIMES**. Under no circumstances will doorways be obstructed in any way.
6. All spaces used during the event, established in this contract, must be in the same condition when leaving as it appeared upon arriving. Failure to clean all spaces will result in a **\$250 cleaning fee** added to the final invoice.
7. Keep all electrical panels clear of obstructions.
8. Keep floors, work areas, and aisles clear of debris, trash, and other obstructions which do not allow safe and orderly access at all times.
9. You are responsible for notifying your workers in the proper use of all hazardous material including but not limited to paint, glue, and solvents. Please consult your theatre Technician with any questions regarding event/set preparation and construction. Do not use staples, nails, or screws in the ceiling, walls, or floors.
10. Smoking is not permitted anywhere on UA property. You may only smoke in your own personal vehicle. (If your show requires an actor to smoke, only stage cigarettes may be used and the use must be pre-approved by the Theatre Director).
11. Use of the Scene Shop is a privilege. If you are allowed access, you must receive a Scene Shop Orientation with a signed Scene Shop Orientation checklist in your file prior to use; see the Theatre Director for details. Access to the scene shop can also be designated as "Limited Use Only". In this case, only certain areas will be allowed to be used. The designation for use will be determined by the Theatre Director.
12. Destruction of Glenn Massay Theater property will result in a charge equal to the cost to repair or replace the damaged goods. This cost will include shipping if applicable.
13. The Green Room wall signatures are done by celebrities and other visiting dignitaries that visit the theater. You must have the Theater Director's permission to sign the wall. If the wall is signed, drawn on, or defaced in any way, without direct permission from the Theater Director, there will be a **minimum fine of \$500** up to the amount of the repair that exceeds \$500, added to the final invoice.
14. Security of personal valuables is the responsibility of each user group. For your own benefit, please request that your event participants leave any valuables at home.

15. If your event is of a nature that requires extra or high security, you will need to hire the security personnel needed. Please also make the need known to the Theatre Director, (907) 746-9302.
16. The Glenn Massay Theater is part of the UAA/Mat-Su College campus and is therefore closed on all holidays that also include campus closure. There are no exceptions to this rule. Please plan your event dates accordingly.
17. The Theatre Director reserves the right to amend, add to, or delete from the “House Rules” at any time, and at the sole discretion of the Theatre Director, to help guide the Contracted into compliance with the spirit of the rest of the House Rules, Scene Shop Rules, and the Glenn Massay Theater Contract. A printed copy of any changes will be provided to you. All amended house rules must be followed in accordance with your original contract.

Food, Alcohol, and Concession Agreement

1. **As of March 11th, 2018, alcohol is no longer allowed on campus. This includes all events.**
2. Food and drink are prohibited on the stage, unless previously approved and in writing by the Theatre Director, based on show needs.
3. Food and drink are allowed in the house, *only after being approved in writing by the Theater Director.*
4. If selling your own concessions, the renter will provide food, drink, staff, and the necessary equipment to take payment. The use of the theater’s cash and credit card machines are strictly prohibited.

We will have **Catering**

We Want to **Sell Concessions**

Description of Food/Concessions being provided during the event:

Theater Director’s Approval for Food _____

(Alcohol approval is completed with a different form and approved by the Director of Mat-Su College)



Reservation Agreement

I, the undersigned, am an authorized representative of the group or organization renting the Glenn Massay Theater and understand that in the event that the group or organization does not satisfactorily cover any indebtedness, I may be held responsible for payment. In addition, I have read the Glenn Massay Theater House Rules and, if applicable, Scene Shop Rules, and will instruct my event participants to abide by the, while in the Theater. Submittal of form, with signature either by hand or electronic, indicates compliance with all rules and information listed on this form.

I understand that any changes to my event needs within 48 hours of my event will result in an additional flat fee of \$100, in addition to any Technician and equipment fees that may apply. These charges will be reflected on my final event invoice from the Glenn Massay Theater.

Payment is required two weeks prior to the event. The payment would be made to Mat-Su College, if it is a check or PO. We can also accept Visa, MC, Amex, Discover, and cash. You can pay by coming to the Campus Cache (Bookstore) in the main building, or you can call in a payment as well. The personnel to contact for payment would be: Maggie Boman (Accounting Supervisor) at (907) 746-9326, or, Elizabeth Childs (Fiscal Technician) at (907) 746-9337.

Payment can also be mailed to the college: *(Please include your quote when mailing payment)* Mat-Su College
Glenn Massay Theater
8295 E College Drive
PO Box 2889
Palmer, AK 99645

Print Name: _____

Signature: _____

Date: _____

Approval by Theater Representative: _____

Date: _____