

# Creske Center Auditorium Date Request Form

Please complete one form per event and then email the completed form to the Joe Coldwell (JColdwell@mosineeschools.org).  
Forms should be submitted no later than three weeks prior to the event.

## EVENT INFORMATION

All boxes in the EVENT INFORMATION section must be completed

<b>Event Name:</b>			
<b>Event Description:</b>			
<b>Group Name:</b>			
<b>Additional Rooms</b> <i>(cafeteria, green room, choir room, etc.)</i>			
<b>Is your group non-profit</b> <i>Used for billing</i>		<b>Does your group reside within the Mosinee school district?</b> <i>Used for billing</i>	
<b>Creske Center Entrance Doors Unlocked:</b> <i>For security reasons, the Creske Center Entrance remains locked during school hours. Check the box if you need them unlocked for public access</i>			
<b>CONTACT INFORMATION</b>		<b>Other Information:</b>	
<b>*Group Representative:</b>		<b># of people involved:</b>	
<b>Contact Person:</b>		<b>**Blackout Dates:</b>	
<b>Contact Phone Number:</b>		<i>**Large events may have up to 14 days where the auditorium is reserved only for their usage. Please only request necessary dates where you will be leaving props and set pieces in the auditorium.</i>	
<b>Contact Email:</b>			

\*This person responsible for signing the facility rental contract

## Dates and Times

*Please complete this portion of the form with great detail.*

**Sample:**

Event	Date	Doors Open	Beginning Time	Ending Time
<i>Set Construction</i>	<i>06/28/2012</i>	<i>3:15pm</i>	<i>3:30pm</i>	<i>9:00pm</i>
<i>Rehearsal</i>	<i>06/29/2012</i>	<i>6:30pm</i>	<i>7:00pm</i>	<i>9:00pm</i>
<i>Performance</i>	<i>07/01/2012</i>	<i>6:00 pm</i>	<i>6:30 pm</i>	<i>8:00 pm</i>

Event	Date	Doors Open	Beginning Time	Ending Time

**Please use the Additional Events section at the end of the form if more space is needed.**

*If you would like a face-to-face auditorium consultation to go over your event with the staff,  
Please contact [JColdwell@mosineeschools.org](mailto:JColdwell@mosineeschools.org) to set up an appointment.*

## TECHNICAL INFORMATION

A list of the technology we can provide can be found at <http://www.mosineeschools.org/community/auditorium.cfm>

<u>Auditorium Technical Needs</u>		<i>(Please check yes or no, then type in description of needs)</i>	
<b><u>Lighting:</u></b> <i>(Specific lighting beyond general stage lighting)</i>  <i>If yes, please describe</i>		<b><u>Microphones and Monitors:</u></b>  <i>If yes, please describe</i>	
<b><u>Other Technical Needs or Special Effects:</u></b>  <i>If yes, please describe</i>			
<u>Audio / Visual Needs</u>		<i>(Please check yes or no, then type in description of needs)</i>	
<b><u>**Music:</u></b>  <i>Please indicate: CD, or iPod:</i>		<b><u>**PowerPoint<sup>®</sup>:</u></b>	
<b><u>**Video:</u></b>  <i>Please indicate DVD or VHS</i>		<b><u>Internet Access:</u></b>	
<b>Video Recording:</b> <span style="float: right;"><i>Please allow up to 21 days to receive your video.</i></span> (If yes, we will provide the equipment, but you are responsible for pressing "RECORD")			
<u>Stage Set Needs</u>		<i>(Please check yes or no, then type in description of needs)</i>	
<b><u>Piano:</u></b>  <i>Please indicate placement</i>		<b><u>Podium:</u></b>  <i>Please indicate placement</i>	
<b><u>Chairs:</u></b>  <i>Please indicate quantity and orientation</i>		<b><u>Risers/Sound Shell:</u></b>  <i>Please indicate quantity and orientation</i>	
<b><u>Tables:</u></b>  <i>Please indicate size, quantity and orientation</i>		<b><u>Other:</u></b>  <i>Reserve Sections of Seating, lift, etc.</i>	

\*Fees may apply as per School District Policy Code: 830. An estimate for fees will be provided.

\*\*Please submit any electronic media (websites, presentations, music, etc.) to the auditorium staff one week prior to the event to test for compatibility with our systems.

**Please read:**

By submitting this form, you agree to the *Creske Community Center Auditorium Rules and Policies* and you assume liability for any damage incurred while using the auditorium's stage, scene shop, prop room, control room, and house. If any damage is found, you will be contacted and asked to either make the necessary repairs or provide financial compensation. The auditorium rental will be in pending status until the rental agreement (obtained after the request form is submitted) is either signed electronically or signed by hand and returned to the Auditorium Manager.

In order to ensure safety and security in the Creske Community Center Auditorium, **one auditorium staff member must be present at all times while the auditorium is in use.**

Office Use Only – Event Rental Fee Estimate		
<b>Estimated Technician Fee:</b>		
<b>Estimated Custodial Fee</b>		
<b>Auditorium Rental Fee</b>		
	Item Description	Fee
<b>Other Rooms Rented, Technology Used, Other fees.</b>		
		<b>Total:</b>

