

Event Details

Name/Type of Event: _____

Promoter: _____

Phone: _____

Email: _____

Date of Event: _____

Start time: _____

Guest Arrival: _____

End Time: _____

Have you seen Studio #1? _____

Fees:

Studio 1 \$75/hour 50 Capacity

Studio 2 \$25/hr

3 Hour minimum unless approved by General Manager

A one hour minimum deposit fee is required to reserve the date.

Payment in full is required 5 days prior to date of event.

Addl Services:

Audio Recording \$50/hr, Photography/Video Services \$75/hr, Live Sound Engineer \$25/hr

Additional fees apply to every hour booked. Ask for details.

Gear Needed: Circle all that apply

Drums, Guitar Amps (), Bass Rig, Keyboard, Vocal Mics ()

Other: _____

Space is limited, it is highly recommended to use the Studios Backline

Seating Requirements: How many chairs? _____ Tables- small or large, how many? _____

Decorations: Y/N- What Type? Approved adhesive is Masking or Gaffers Tape Only.

Please seek assistance at the desk. Funk will do any Installations/Decorations

Snacks Only, (Only store purchased snacks may be given way. No selling of food permitted.)

Alcoholic Beverages? Y/N, Guests under 21? _____ **(NO SELLING OF ALCOHOLIC BEVERAGES IS PERMITTED
(NO ADVERTISING OF ALCOHOLIC BEVERAGES, NO BYOB stated anywhere.)**

Event Time Includes:

Set-up of space, Set up or Removal of gear, Cabling, Seating, Installation/Decorations and Sound Check
A maximum of 15 minutes is required.

Due to setup requirements, Guests should be informed to arrive 15 minutes after scheduled Start time.

Production team should arrive no earlier than 15 before scheduled start time.

Guests should be informed not to arrive early. They will be asked to return at the scheduled time.

Guests will not be permitted in the space before the host arrives.

Please continue on reverse side