

University Theatre

University of Hawai'i at Hilo



PDF Application For Theatre Use

This application must be completed in its entirety or it will not be accepted.

Before you proceed, understand that you must have already secured a "tentative booking" from the Theatre Manager. If not, please call the Theatre at 974-7310.

You may use the form below to reserve the UHH Theatre's performing arts facilities.

TO USE:

- Please download and save the form.
- Fill in the form, save it as a PDF ("save as" if you want to keep the original as a template)
- Print a copy for your files.
- Email as an attachment to artsctr@hawaii.edu and/or print and mail to UH Hilo Theatre, 200 W. Kawili St., Hilo, HI 96720
- The information will be forwarded to the Scheduling Coordinator of our Performing Arts Center, who shall determine the appropriateness of the application; will process your request as quickly as possible; and return a confirmation, facilities use agreement & cost estimate to you via e-mail.

A reservation is "NOT FINAL" until you receive the confirmation from us.

PLEASE NOTE: All student organizations using facilities must be registered for the current academic year with the Office of Student Activities. (i.e. must be an approved "RISO")

** means a **REQUIRED** field

**Department/Organization:	<input type="text"/>
**Organization type:	<input type="checkbox"/> Student RISO <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> UHH Department <input type="checkbox"/> Non-University
Person Making Reservation ** Note: If RISO, must be your advisor.	<input type="text"/>
**Address:	Street <input type="text"/> City <input type="text"/> State <input type="text"/> Zip code <input type="text"/>
**E-mail address:	<input type="text"/>
**Phone number:	<input type="text"/>
Fax number:	<input type="text"/>
Person in charge at Event:	<input type="text"/>

Billing information *Only if different from above:*

Name:	<input type="text"/>
Campus Address:	Street <input type="text"/> City <input type="text"/>

	State <input type="text"/>
	Zip code <input type="text"/>
E-mail address:	<input type="text"/>
Phone number:	<input type="text"/>
Fax number:	<input type="text"/>

Payment Method

UHH Purchase Order
 Visa
 Master Card
 Cash
 Check

University account number:

University organizations should include the account to be charged. Two weeks prior to the scheduled event, Non-University organizations and University organizations that do not have an account will be required to make a payment of 50% of the estimated charges in advance. A final bill will be sent to the organization following the event. All bills are to be paid by check within one week after billing.

Facility requests (if you require additional dates beyond the 3 sections listed below, please include your details in the multiple dates section.)

<input type="text"/>	**on Date (mm/DD/yy) <input type="text"/>
** Event Start Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm	** Event End time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm
** Pre-Event Access Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm	** Post-Event Access Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm
Type of Event: <input type="checkbox"/> Music <input type="checkbox"/> Conference	<input type="checkbox"/> Other
<input type="checkbox"/> Drama	If other, please give type <input type="text"/>
<input type="checkbox"/> Dance <input type="checkbox"/> Lecture	
<input type="text"/>	

<input type="text"/>	on Date (mm/DD/yy) <input type="text"/>
Event Start Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm	Event End time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm
Pre-Event Access Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm	Post-Event Access Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm
Type of Event: <input type="checkbox"/> Setup	<input type="checkbox"/> Other
<input type="checkbox"/> Rehearsal	If other, please give type <input type="text"/>
<input type="checkbox"/> Additional Performance	
<input type="text"/>	

<input type="text"/>	on Date (mm/DD/yy) <input type="text"/>
Event Start Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm	Event End time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm
Pre-Event Access Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm	Post-Event Access Time: <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm
Type of Event: <input type="checkbox"/> Setup	<input type="checkbox"/> Other

- Rehearsal
- Additional Performance

If other, please give type

Multiple dates and/or rooms for the event requested above can be described in the space below.

****Full Description of Event (Subject, Program, Titles, Guests, etc.)
THIS INFORMATION IS REQUIRED:**

****Expected attendance: THIS INFORMATION IS REQUIRED
(Please enter a 0 in the remaining boxes. Thank you):**

** # UHH Students # Faculty/ Staff

** # Alumni # Non-University guests

Will there be any persons with disabilities attending your event?

If so, please let us know what accommodations are needed?

Do you wish to have your event publicized on the UHH Theatre's Web Calendar? If Yes, the information is REQUIRED:

** Yes No

Calendar Event Title

Calendar Event Description

Food and beverages are not permitted within the lobby or auditorium. If you wish to serve refreshments at your event in the Green Room or if you expect that refreshments will be brought in by event participants, special arrangements will have to be made. All events are required to use Sodexo Catering or get a waiver.

Outside caterers, must obtain clearance through Sodexo.

Will food/beverages be present/served at this event?

** Yes No

Type of food/beverage that will be present or served at the event:

Food will be:

- Catered by Sodexo
- Brought in by the organization (with clearance)
- Brought in by participants (with clearance)
- Please have a catering representative contact me.

Equipment Needs

Equipment

**Lighting Needs

If special lighting needs, please describe

Note: There is an extra charge for all but House Light Plot

**Sound Needs

If any special sound needs, please describe

Counterweight system

(please describe your needs including: Number and position of battens, A description of what you are flying, and approximate maximum weight)

Note: Special arrangements must be made with our Technical Director

Miscellaneous Equipment Needs (check all that are appropriate)

Dance Floor | Grand Piano | Lectern | Lavalier Microphone

Personnel Needs

Personnel

Security Guard

At least one required for all events- you may request more - For some events, the University may require more than one security guard

Backstage

Stage Manager (One Required)

Light Board Operator (One Required)

Sound Technician 1 2 3
(One required if sound system used)

Stage Carpenter (s) 0 1 2

Stage Electrician(s) 0 1 2

Curtain Puller 0 1

Fly Rail Crew 0 1 2 3 4

Load-In Crew 0 1 2 3 4

Load-Out Crew 0 1 2 3 4

Followspot Operator(s) 0 1 2

Deck Crew 0 1 2 3 4

Costumer Crew/Dressers 0 1 2 3 4

Front Of House

House Manager and Box Office (One Required)

Additional

Additional services will be priced as appropriate by UHH Theatre event planners.

Will an event admission fee, ticket, or donation be required to enter the event?

Yes No

If Yes, please complete this section.

Admission fee Ticket

Please list the fees/ticket prices below:

UH students (\$) UH Faculty / Staff (\$) General (\$)
Seniors (\$) Children (\$) Requested donation (\$)

Has/will this event be publicized outside the UHH community?

Yes No

If Yes, please complete this section.

How will the event be publicized (select all that apply):

To choose more than 1 selection, hold down the Control (Ctrl) button and click your selections.

Local newspaper(s)

Radio Station(s)

Other

(Please send us a copy of your advertisement so that we can provide others with accurate information regarding your event).

Will speakers or dignitaries be featured/present at the event?

Yes No Yet to be determined (If yet to be determined, please notify this office when arrangements are finalized)

Name and title of speakers:

List the names of any invited dignitaries and/or government officials * (if not listed as speakers above):

Completing this form does not create a reservation for, nor does it constitute University approval or confirmation of requested facilities or event services. This form shall not constitute a binding agreement for the use of University facilities until written confirmation has been received and all required deposits or appropriate budget numbers have been received by the University.

This form must be submitted at least one month prior to the event. Requests received after the one month deadline may be rejected without further consideration. If special services are deemed necessary and assigned by the University, or if details of the event are altered by the Organization at any time, the University has the right to cancel the reservation. Additional charges are associated with most event services. (Charges are listed online at www.uhhtheatre.com/use. These charges are the responsibility of the Organization and must be paid in full at least two weeks following the event. Further, the Organization's use of the requested facilities will be subject to the following terms and conditions:

1. Organization agrees that it will be held financially responsible for all damages or harm to the facilities resulting from Organization's use thereof.
2. Organization must comply with all applicable University policies, procedures, rules and regulations including, but not limited to, the University policies regarding Use of Alcohol and Drugs, Non-Discrimination, and the Facilities Use Policy.

If you would like to print your reservation request, please choose File/Print. Don't forget to save a copy and attach to email directed to artsctr@hawaii.edu.

Questions? Please e-mail us at artscenter@hawaii.edu, call (808) 974-7310 or stop by the Theatre during business hours. If you'd like to give us feedback, please write to ljoseph@hawaii.edu.