



Theatre Use Request Form

Application Date: _____

Group Requesting Space: Campus Group For-Profit Organization University-Related Group Non-Profit Organization

Return Form to: **Lisa Franci, Campus & Executive Officer Assistant, UW-Green Bay, Manitowoc Campus,
705 Viebahn St., Manitowoc, WI 54220-6699. Phone 920-663-7350; fax 920-683-4776.**

Organization/Individual Requesting Space: _____

Sponsoring Campus Office or Organization (if required by UWS Ch. 21): _____

Contact Name: _____ Fax: _____

Email: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Type of Event (please provide description of event): Theater performances

Number of Persons Attending: _____ Will a Fee be charged for this Event? Yes No If Yes, Fee Amount: \$ _____

Dates for Rehearsals:

Date(s)	Day(s) of Week	Start and Stop Times

Dates of Performance:

Date(s)	Day(s) of Week	Start and Stop Times

Theatre Technical Support Requested: Yes No

(Billed Hourly) Includes requests for lighting and sound beyond the standard house lights, i.e. any sound amplification including microphones and/or music; any spotlighting or special lighting; any changes to the curtains; any stage set up.

Theatre Equipment Requested: (select requested equipment)

1. Microphone
2. Piano
3. Multimedia Podium (Theatre only)

IT Support Requested: Yes No

(Billed Hourly) Please inform Lisa Franci if you need IT arrangements

Food Service Requested: Yes No

If Yes, to make arrangements, please contact Blue Devil Grill 920-683-4714 or 920-683-4710

Will Alcoholic Beverages Be Served at this Event? Yes No

If yes, UW-System guidelines require approval of Campus Executive Officer, as well as other restrictions. **Please see Facilities Use Policies & Procedures for more information.**

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the UW-Green Bay, Manitowoc Campus Facility Use Policies and Procedures. Please see attached applicable policies and procedures.

Signature _____ (for Organization) **Date** _____

Campus Approval

By: _____ Title: _____ Date: _____

Comment: _____

Estimated Usage Fee: \$ _____

*Actual fee will be determined following event.



Theatre Use Cost Estimate

The UW-Green Bay, Manitowoc Campus Theatre is available for limited use with the charges and stipulations listed below. The theatre space may be rented "as is" pending University scheduling and previous commitments. It may be rented with technical support if such a University staff person is available. The University makes no guarantee that technical support will be available and reserves the right to deny the use of the space if technical support cannot be provided. All reservations will be made through Lisa Franci and must be approved by the Campus Executive Officer.

Rental Rates for Theatre:

Per Event/Performance: **\$400** (up to 4 hours), plus **\$30/hour** (for use beyond 4 hours on day of event)

Rehearsal & Prep Time in Theatre: **\$30/hour**

Facility Supervisor Fee: **\$50/hour**

Fee applicable for any event scheduled outside the normal University building hours of 7:00 am – 10:00 pm, Monday through Thursday and 7:00 am – 5:00 pm, Friday. The facility supervisor is NOT responsible for providing technical or IT support/assistance.

Theatre Technical Support (*if available*): **\$50/hour**

The University technician fee charged on an hourly basis for assistance with lights and sound.

IT Support (*if available*): **\$50/hour**

There is a minimum of a 1 hour fee for IT support (does not include sound and lights).

Fee applicable for any request of the use of the multimedia podium and IT capabilities such as PowerPoint, video, etc.

Rental Estimate for Theatre Use

Number of performances @ \$400..... _____ = _____

Additional hours @ \$30/hr..... _____ = _____

Facility Supervisor Fee @ \$50/hr..... _____ = _____

Theatre Technician Fee @ \$50/hr..... _____ = _____

IT Support Fee @ \$50/hr..... _____ = _____

Use of the Commons @ \$35/hr..... _____ = _____

Reserves the commons space for number of hours indicated. Request for Food Services must be submitted separately. Contact Blue Devil Grill (920) 683-4714, or Lisa Franci (920) 663-7350.

***Total (this is an estimate).....** _____ = _____

***Actual fee will be determined following event.**

Notes:
