

Reineke Fine Arts Center Reservation Request Form

NDSU

PERFORMING ARTS

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Please note:

- The reservation is not official until an email confirmation is received from the RFAC Management.
- The Renter will be billed all rent, labor, and other applicable fees as indicated on our Production Facilities Rate Sheet.
- It is the Renter's responsibility to review the RFAC General Use Policies and RFAC Rate Sheet.

BASIC EVENT INFORMATION

Performance Title/Name of Performer: _____

Requested Performance Date(s): _____ Performance Start Time: _____
Month Day Year

Requested Access Time: _____ Estimated length of event/performance: _____

Rehearsal date/time (if necessary): _____
A schedule should be attached to this form listing all dates and times the space(s) is to be utilized.

Nature of the event (lecture, performance, etc): _____

BILLING & CONTACT INFORMATION

Producing/Sponsoring Organization (Sponsor): _____

Contact Person: _____

Address: _____ Phone (home): _____
_____ Phone (work): _____

Email Address: _____

REQUESTED SPACE(S)

___ Festival Concert Hall (FCH)
*Seating Capacity: 987 + 10 Handicap seats
Main Floor: 528 Balcony: 459
Empty Stage Capacity: 230*

___ Beckwith Recital Hall (BRH)
*Seating Capacity: 200 + 2 Handicap seats
Main Floor: 168 Balcony: 32
Empty Stage Capacity: 20*

___ Green Room
*Capacity: 20
Availability will be determined the day of*

___ Challey Atrium / Upper Mezzanine
Capacity: 300 / 100

___ Small Dressing Room(s)
Seating Capacity: 3

___ Large Dressing Room(s)
Seating Capacity: 25

___ Room 109 – Ensemble Room
Capacity: 15

___ Room 111 – Classroom
Capacity: 35

___ Room 113 - Classroom
Capacity: 35

___ Room 117 - Classroom
Capacity: 35

___ Room 118 – Band Room
Capacity: 120

___ Room 120 – Welk Room
Capacity: 10

___ Room 122 – Choral Room
Capacity: 75

___ Room 207 – Faculty/Staff Lounge
Capacity: 20

PARKING

Are Parking Passes Needed? T2 Lot Only () No () Yes Quantity: _____ Date(s) Needed: _____
*You will be billed per pass. See our **Production Facilities Rate Sheet** for amount.*

Is bus parking needed? () No () Yes

*After dropping off students at the Bolley Drive entrance, buses should proceed to the designated free parking in the Fargodome parking lot. RFAC can provide maps to the appropriate lots. Buses should **NOT** park in the T or T2 lots.*

FRONT-OF-HOUSE

Will admission be charged? () No () Yes () Free will collection

Will the NDSU Box Office sell tickets to the event? () No () Yes

*If yes, be sure to complete and submit the **Box Office Event Creation Form**. Please note that there will be an additional charge for this service.*

Type of seating: () Reserved () General admission

Estimated audience size: _____

What seating option do you require?

___ Main Floor Seating only

___ Balcony Seating only

___ Main Floor and Balcony Seating

Will seats need to be blocked due to special lighting, sound, sight lines, etc.? () No () Yes

If yes, you must make arrangements with the RFAC Management.

Will printed materials be distributed? () No () Yes

What materials will be distributed: _____

Remaining materials will be available for return immediately after the event. Unclaimed materials will be disposed of after the event.

Will there be an intermission? () No () Yes Length of intermission: _____

Will photography be allowed? () No () Yes Will the use of a flash be allowed? () No () Yes

LOBBY

Do you require any of the options below? If so, please indicate the quantity of each item(s) needed.

___ Box Office Kiosk
1 available

___ Phone Line Access
1 access point available

___ Internet Access
1 group login available per event

___ Table(s)
6 available

___ Chair(s)
40 available

___ Easel(s)/T-Stand(s)
3 Easels / 3 T-Stands available

___ Coat Rack(s)
5 available

___ Stanchion(s)
10 available

The options below are not included in the basic rental and are an additional charge.

___ Weekend Custodial Support
Indicate the number of days of support

Snow Removal
(charge will occur only if service is used)

Will anything be sold in the lobby? () No () Yes
There will be a fee charged of 5% of all net sales.

Will there be any catering/reception component to this event in the lobby? () No () Yes
Any and all food components for an event must go through NDSU Dining Services.

Will the lobby be used for anything other than ticket sales, merchandise sales and/or catering? () No () Yes

If yes, please elaborate: _____

STAGE AND EQUIPMENT

Please attach a run list and stage diagram. The diagram should include the placement and shifts of all items on stage during the event. This includes all stage and sound equipment as well as set and prop pieces.

What part of the stage will you be using:

The area in front of the main curtain Back to the middle of the stage Full Stage

Do you require any of the options below? *If so, please indicate the quantity of each item(s) needed.*

___ Table(s) <i>10 available</i>	___ Chair(s) <i>40 available</i>	___ Music Stand(s) <i>40 available</i>
___ Conductor's Music Stand <i>1 available</i>	___ Conductor's Podium <i>1 available</i>	___ Lectern <i>1 available</i>

The options below are not included in the basic rental and are an additional charge.

___ Acoustical Shell/Ceiling ___ Dance Floor ___ Use of Orchestra Pit

___ Platforms
6 low, 12 med/high available

___ Choral Risers
13 available

___ Multimedia Projector ___ Audio to be played during projection ___ Projection Screen

Renter will be responsible for laptop and all adapters / cables necessary to connect to the projection system. If using the FCH system in FCH, renter must provide media 10 days in advance of event.

___ Piano ___ Piano Tuning(s)

Please describe any special tuning needs: _____

Will effects be used? Including but not limited to: haze, fog, smoke, confetti cannon, water, gun shot () No () Yes

Please list: _____

*If your event includes the use of effects, we MUST be informed of this in writing no later than **three weeks prior** to your **first rehearsal date**, or it will not be allowed. **NO EXCEPTIONS.** There will be additional requirements and labor fees for this service.*

Will you be bringing or using additional equipment, props, or set pieces? () No () Yes

Please list: _____

Please let us know if you plan to bring any of your own equipment. FCH does not stock props or set pieces.

LIGHTING

RFAC will provide basic, no color front and down light with Hall rental.

Do you require any of the options below? *If so, please indicate each item(s) needed.*

The options below are not included in the basic rental, are an additional charge, and must be requested one month prior to the event.

___ Cove side light	___ High sides over the stage	___ Light Trees
___ Gels / Color	___ Gobos	___ Spotlights
___ Instrument Rehang	___ Instrument Refocus	___ Cyc lights
___ Light Board programing	___ Light Design	___ Conductor Special

Will the Renter bring and use any of the following? () No () Yes

___ Strobe Lighting ___ Lasers Power: _____ Cooling: _____

___ Additional Lighting Instruments: _____

Are you hiring someone to design lights? () No () Yes

If so, who (name/phone/email): _____

NDSU Production Facilities will make every effort to work with outside lighting designers, but reserves the right to limit, adjust or deny the designs to protect our facility and property.

AUDIO

Do you require any of the options below? If so, please indicate the quantity of each item(s) needed.

___ House Announcement
RFAC Standard Announcement

___ House System Audio Playback
All audio files must be submitted to RFAC **10 days** prior to the event. Files must be in one of the following formats: WAV, MP3, M4A, CD.

Microphones

A maximum of 2 handheld wireless microphones in BRH and a maximum combination of 8 wireless Q&A/handheld/headset/lapel microphones total in FCH are available. Additional wired microphones may be possible depending on event needs and equipment availability.

___ Lectern with mics
1 available

___ Q&A mics with mic stands
2 available

___ Handheld, wireless mic
8 available

___ Headset wireless mic
5 available

___ Lapel wireless mic
2 available

___ Mic Stands
7 available

The above microphones will be used for:

___ Presenter(s)

___ Singer(s)

___ Director/Stage Manager

___ Musical Instrument(s) Type: _____

Renter will be required to provide amps, cables, adaptors, and DIs for instruments

The options below are not included in the basic rental and are an additional charge.

___ Overhead mics
6 available

___ Floor monitors
6 available

___ Live audio recording

___ Recording of sound effects

___ Customized House Announcement

___ Post-Production of recording

___ FCH multi-channel audio snake

___ Atrium/Lobby audio playback

___ Atrium/Lobby mics
1 available

___ Audio feed(s) for videographer(s)
6 mono or 3 stereo feeds available

*RFAC does not provide video cameras or crew to record your event. Equipment should be placed in an inconspicuous location. Please have videographer(s) arrive at least **60 minutes** prior to event time to coordinate and guarantee feed.*

Guest / Faculty / Student NDSU Recitals

Type of Recital: Half Recital (1/2 hour) Full Recital (1 hour)

Lecture Conducting Vocal Instrumental Type: _____

The Performer(s) is:

Undergraduate Graduate Doctoral Faculty Guest Artist

Number of programs requested: _____
65 is the typical request

Performer(s), Collaborators, & Accompanist:

Printed Name Signature

By signing above, I give permission to NDSU Challey School Music to record and archive this recital performance and to use the recording for departmental promotions, educational purposes, and/or fundraising purposes.

Studio Instructor: _____
Printed Name Signature