

Goshen College

Needs Form for use of

UMBLE CENTER

To be submitted NO LATER THAN TWO weeks prior to intended use

Event Date: _____ Set-up Date (if different from event date): _____

Event Title: _____

Contact Person : _____ Email: _____ Phone: (__) ____ - _____

Any expenses for student or staff labor will be paid by _____
and charged to the account number _____.

Set-up: Event begin: Event Duration:
time _____ to _____ time _____ _____

Rehearsal 1:	Rehearsal 2:	Rehearsal 3:	Rehearsal 4:
date ____ - ____ - ____	date ____ - ____ - ____	date ____ - ____ - ____	date ____ - ____ - ____
time _____ to _____	time _____ to _____	time _____ to _____	time _____ to _____

Describe the nature of the event and/or list the names of the featured performers:

Estimated audience attendance: _____

Umble Center Capacity: Fixed seating-309, Balcony-108; Total-417 (4 removable seats for wheelchair access)

Please diagram the Stage layout below:

Space and Equipment Requested:

Space:

- Umble Auditorium
- Yost Room
- Dressing Rooms
- Lobby

Stage Lighting:

- "Rehearsal": house and stage lights up full during entire event
- "Recital": modify levels of house and stage lights at beginning and end of event
- Special: Please explain below

Equipment for Stage:

- Curtains
- Piano
- Lectern
- # of Chairs
- # of Tables
- _____ Other

Equipment for Yost:

- # of Chairs
- # of Tables
- _____ Other

Equipment for Lobby:

- # of Chairs
- # of Tables*
- _____ Other

Audio:

- # of Wired mics
- # of Lapel mics
- # of Wireless mics
- # of Monitors

Audio Playback:

- Cassette
- CD
- Mini disc

Video Playback:

- VHS
- DVD
- Computer Projection
- Overhead Projector
- Slide Projector

Data:

- Network/Internet
- Cable TV
- ISDN
- Telephone

Recording:

- Cassette
- Mini disc
- VHS video
- Digital video
- DAT

For:

- Archival purposes
- Distribution purposes

Umble Center Management will arrange for the services of a House Manager, and depending on the complexity of the event, a Light Operator, and Stage Manager. The extra costs incurred by the above personnel will be billed to the Client.

Client must provide one usher per every 75 audience members. Minimum 2 ushers. If names of ushers are not provided to the PVPM one week before the event, ushers will be hired by the PVPM and the Client will be charged.

Usher Names:

If the event is student led, the faculty member responsible for the event **must** authorize this form.

I have read this form and will see to it that the time schedule and other terms of this agreement are honored. I also understand that fees will be assessed for last minute additions.

Date: _____ Signature: _____

If the applicant is a student, a faculty member responsible for or related to the proposed use **must** authorize this form.

I have read the application and if the use of the facilities is approved, I will see to it that the time schedule and other terms of this agreement are honored.

Date: _____ Faculty Signature: _____

*All stage equipment, properties and other materials are to be removed from the building not later than 24 hours after the event has ended.