

CONCERT HALL  
RESERVATION  
INFORMATION



Andrews University

Berrien Springs, Michigan 49104-1050 269.471.3560

howard.andrews.edu

GENERAL  
INFORMATION

Majestic God, our muse inspire,  
And fill us with seraphic fire.  
Augment our swells, our tones refine,  
Performance ours, the glory Thine.  
*The Continental Harmony*  
Boston, 1794

The Howard Performing Arts Center is designed for the performance of music and complementary educational activities. As a resource for Andrews University and the southwest Michigan community, all presentation and content are to be appropriate to, consistent with the mission and morals of Andrews University, a Seventh-Day Adventist church-related organization.

The goal of the Howard Performing Arts Center is to provide an environment where God is glorified in all things while providing music and artistic productions of the highest quality. All programming and content are to be positive in nature; uplifting and tasteful.

Scheduling is to be processed through the Manager of the Howard Performing Arts Center and must include information on the nature and purpose of the sponsoring organization and written description of the program and/or the performers.

SCHEDULING

The Howard Performing Arts Center operates on a fiscal year ending June 30 and patterns its scheduling calendar on that basis. Request for dates by the Department of Music are to be made to the Manager of the Howard Performing Arts Center by February 28 of the year proceeding the school year in which the dates are requested (i.e., February 28 of the current year for dates in the period July-June 30 of the next school year).

Any Bookings or reservations made prior to this date are tentative and can only be confirmed once the Andrews University Department of Music calendar has been finalized February 28. To the extent possible, all requests should include alternative dates along with the preferred dates. Users can be provided with a calendar of the year being considered showing significant academic dates and holidays by December of the current year to use in planning the next years requests.

Except in special circumstances, the following dates Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas Day, and New Year's day are not available except with special permission of the Manager. Special rental rates will apply for all users on any University holiday.

<p><b>SCHEDULING, CONTINUED</b></p>	<p>All events must be booked and finalized a minimum of six weeks in advance unless the user is University sponsored and has a regular operation record with the Howard Center. All organizations will complete a Facilities Usage Agreement and forward it, six weeks prior to the event, along with deposit guarantee to the Manager. The deposit guarantee is based on the total budget of the event agreed upon by the presenting organization and the Howard Center Manager.</p> <p>Ticket sales and promotion of an event cannot begin without completion and signing of this Facility Usage Agreement. Howard Center management may waive these provisions if the renter is a regular academic user whose applications and requirements are already on file.</p> <p>Unless a reservation is released by the Renter at least three weeks prior to the confirmed date (s), the presenting organization will be charged the agreed upon rental fees plus any costs incurred by the Howard Center as a result of the planned utilization or the cancellation.</p>
<p><b>NON-EXCLUSIVE USE</b></p>	<p>Other areas of the Howard Center may be open to staff and the public while the building is open. Renter further understands that the use of other sections of the facilities may take place before, during, or after their scheduled events.</p>
<p><b>DATE HOLDS</b></p>	<p>No blind dates will be held. A date-hold request must include the name of the act to be presented. Final date confirmation and the rental contract will be withheld until the Renter has provided Howard Center management with a signed contract or letter of intent, financial information of the act to be presented and the technical rider for same.</p>
<p><b>STAFFING</b></p>	<p>Howard Center management will determine the staffing requirements for operation of Howard Center facilities.</p>
<p><b>ARTIST CONTRACT</b></p>	<p>Copy of the artist contract must be provided to Howard Center management at the time the final agreement is approved to ensure that requirements are not contrary to University policies. The contract must include any technical riders to the contract. Renter may excise, delete, or strike out any portion of the contract dealing with artist's fees or other costs that are confidential between Renter and Artist.</p>
<p><b>SMOKING</b></p>	<p>The Howard Center is located on a smoke free campus. Smoking is <u>not</u> permitted on the campus. Renters shall be responsible for seeking adherence to smoking regulations for all performers, technical staff, management personnel, and others who take part in the production of an event.</p>
<p><b>OBSTRUCTION OF PASSAGE</b></p>	<p>No portion of sidewalks, entries, vestibules, halls, stairways, or elevator shall be obstructed by the Renter, nor are these areas permitted to be used for any purpose other than ingress and egress to and from the building. Exit lights, emergency lights, house lights, aisle lights, stairway and hallway security lighting, or other lighting necessary for the safe occupancy of the building shall not be obstructed in any way.</p>
<p><b>ANNOUNCEMENT OF PROGRAM</b></p>	<p>Announcement of forthcoming programs will be coordinated with Howard Center management in an effort to protect all Renters from competition by similar events and in no case shall such an announcement precede the signing of the Facilities Usage Agreement by Howard Center management.</p>

<b>PROMOTIONAL MATERIAL</b>	<p>Howard Center management reserves the right to distribute promotional material concerning Howard Center programs or any general event held in the Howard Center. Any material other than noted here must be related to the event in progress or a future event of the Renter and must be approved in advance by Howard management. It is understood that only Howard Center and the Renter have the right to distribute material within the building, in and around its entrances. Howard Center management will review all Renters' promotional material prior to distribution. <b>Promotion of any event is the sole responsibility of the Renter.</b></p>												
<b>EVENT ADVERTISING</b>	<p>Renter, agents, employees or volunteers who wish to sell items in the lobby either before, during or after an event must attain approval from Howard Center management for the items they are selling, as well as determine a mutually satisfactory space to do so. All sales are subject to a five percent (5%) fee, payable to Howard Performing Arts Center.</p>												
<b>SALES</b>	<p>All advertising for events at Howard Center must include the tag line, "Andrews University." Audio advertising must read, "Howard Performing Arts Center on the campus of Andrews University." Print advertising must include the official Andrews University logo. Television advertising, which displays "Howard Performing Arts Center," must also include Andrews University.</p> <p>Failure to include "Andrews University" in all advertising will result in cancellation of the rental contract and forfeiture of privileges to use the facilities.</p> <p>The name of the Performer must be included in all advertising copy in a manner that makes it clear Andrews University is not the Performer or Promoter.</p> <p>Andrews University retains the right to approve all advertising copy and the use of the name Howard Performing Arts Center and the Andrews University logo. All questions and approvals on advertising must be directed to the Manager of the Howard Performing Arts Center.</p>												
<b>DISPLAYS</b>	<p>Displays may be located in the lobbies only with the advance approval of Howard Center management. Such display may not be fastened to any part of the building. Howard Center management may make available any easels, standards, or display equipment it owns at the discretion of management. Any additional equipment is the responsibility of the Performer. Displays may be limited by Howard Center management and must be located to avoid interfering with audience movement or covering Howard Center signs and posters. Any unauthorized advertising matter will be removed.</p>												
<b>RENTAL RATES</b>	<table border="0"> <tr> <td><b>Monday, Tuesday, Wednesday, and Thursday</b></td> <td><b>\$750/\$500*</b></td> </tr> <tr> <td><b>Friday, Saturday, and Sunday</b></td> <td><b>\$1,500/\$1,000*</b></td> </tr> <tr> <td>Audio Tech Support</td> <td>\$25/hr 2 hour minimum required</td> </tr> <tr> <td>Stage Hand(s)</td> <td>\$10/hr per stage hand</td> </tr> <tr> <td>Grand Piano</td> <td>\$200/\$50</td> </tr> <tr> <td>Piano Tuning</td> <td>\$90</td> </tr> </table> <p><b><i>*Academic Rate: applies to Andrews University affiliated departments. Andrews University employees, students, and alumni may request Academic rate for personal use only.</i></b></p>	<b>Monday, Tuesday, Wednesday, and Thursday</b>	<b>\$750/\$500*</b>	<b>Friday, Saturday, and Sunday</b>	<b>\$1,500/\$1,000*</b>	Audio Tech Support	\$25/hr 2 hour minimum required	Stage Hand(s)	\$10/hr per stage hand	Grand Piano	\$200/\$50	Piano Tuning	\$90
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