



Today's Date _____

Andrews University w Berrien Springs, Michigan w 49104-1050 w 269.471.3560 w howard.andrews.edu

RESERVATION REQUEST: CONCERT HALL

The submittal of this reservation request does not guarantee usage of the Center. All requests are subject to availability and must be approved by Howard Center management. Ticket sales and/or promotion of an event cannot begin without completion and signing of the Facility Usage Agreement, which will be provided to you upon the approval of your request.

Please write legibly & provide clear details

CONTACT INFORMATION Is Renter* Current AU Employee/Student: Yes No

Organization (if applies): _____

Renter/Contact Person: _____

Address: _____

Phone & Email: Phone: _____ Email: _____

**The Renter is the person paying for the reservation*

EVENT INFORMATION (all dates and times subject to availability)

Event: Name & Type _____

Date & Start Time Date of Event: _____ Start Time: _____

Program Length: _____

Bldg. Access time: *no earlier than 7am*

(when renter will arrive) _____

Bldg. Exit time: *no later than 11pm*

(when bldg. will be vacated) _____

Ticket Price(s) & Seat Type:* _____

EVENT DESCRIPTION

Will your event include any of the following: (*not provided by Howard Center)

drums* guitar* bass* keyboard* more than 4 microphones special lighting* live streaming*

ADDITIONAL INFORMATION * May incur additional cost

Will You Need: Screen and Projector:* \$150 Yes No

Podium: Yes No

Piano: Yes No

Lobby Needs: Large round tables (12 available) Yes No How many total? _____

Small round tables (12 available) Yes No How many total? _____

Rectangular 8' tables (10 available) Yes No How many total? _____

Chairs (200 available) Yes No How many total? _____

Use of kitchen: Yes No

Other: _____