

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: _____

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

Address: _____

Phone & Email: Phone: _____ Email: _____

EVENT INFORMATION (all dates and times subject to availability; please state if rehearsal time is needed)

Event Name: _____

Event Description: _____

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)

Tickets sold by: Howard Center Staff (\$450) Renter

Estimated # of Attendees: _____

ADDITIONAL INFORMATION * will incur additional cost | + linens not provided

Will You Need:	Screen and Projector:* (\$150)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Podium	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Piano * (\$50)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Green room	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Rehearsal room	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lobby Needs:	Reception in Lobby	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Large 5' round tables (12 available) +	<input type="checkbox"/> Yes	<input type="checkbox"/> No How many total? _____
	Small 3' round tables (12 available) +	<input type="checkbox"/> Yes	<input type="checkbox"/> No How many total? _____
	Rectangular 8' tables (10 available) +	<input type="checkbox"/> Yes	<input type="checkbox"/> No How many total? _____
	Chairs (200 available)	<input type="checkbox"/> Yes	<input type="checkbox"/> No How many total? _____
	Use of kitchen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Other: _____		

For all audiovisual needs, contact: Telecom (269) 471-2520 | email: av@andrews.edu

Stage Set-up and Tear-down is the sole responsibility of the Renter