

# Parkland College Theatre

## Use of Space - Request Form

EXTERNAL

Please fill out this form completely with as much information as possible. If your information changes or you have any questions, please contact:  
Brian D. Morgan, Theatre Director at 217-351-2418.

### Space Requested:

Harold and Jean Miner Theatre  
Second Stage Theatre

### Requestor Information:

Group or Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Information:

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Brief Descript of Event: \_\_\_\_\_  
\_\_\_\_\_

Total Number of Performances: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_

Does this Event include matinee performances:    Yes    No    Time Matinee Begins: \_\_\_\_\_

Length of Event (including intermission): \_\_\_\_\_

Time Doors Open for Event Participants: \_\_\_\_\_ During Matinee: \_\_\_\_\_

Time Doors Open for Audience: \_\_\_\_\_ During Matinee: \_\_\_\_\_

Estimated Audience Attendance per Event: \_\_\_\_\_

Will the Event be Recorded:        Yes        No        Date of Recording: \_\_\_\_\_

Approximately how many people will be on stage: \_\_\_\_\_

Do you Require the use of the Dressings Rooms:    Yes    No    For how many people: \_\_\_\_\_

### Rehearsal Information:

Does your Event require rehearsal time in the space :    Yes    No

Date of Rehearsal(s): \_\_\_\_\_

Time Rehearsal(s) Begin: \_\_\_\_\_

Length of Rehearsal(s): \_\_\_\_\_

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### Ticket Information:

Will Tickets be Sold:    Yes    No

Ticket Cost:

Adults\_\_\_\_Students\_\_\_\_Children (age)\_\_\_\_\_Students\_\_\_\_Seniors\_\_\_\_Other (list)\_\_\_\_\_

Dates Tickets go on Sale: \_\_\_\_\_

Location of Ticket Sales: \_\_\_\_\_

Phone Number to Purchase Tickets or ask questions: \_\_\_\_\_

URL to Purchase Tickets: \_\_\_\_\_

### Technical Information:

Each theatre space will provide a general lighting plot—*white concert lighting with on/off capabilities*.

The Parkland College Theatre does not supply scenery of any kind.

A ground plan to scale of the theatre spaces is available upon request.

If the renter is providing scenery, a ground plan must be provided PRIOR TO LOAD IN.

**If any scenery is flown, the Parkland College Theatre Director must be consulted before scenery is built and/or rented.**

### **SPECIAL NOTE**

The Parkland College Theatre production spaces exist primarily as laboratories for the curricular programs of the Fine and Applied Arts Theatre Department. The top priority in the scheduling of the Parkland Theatre facilities will always be the instructional needs of the department. Requests by outside groups may be superseded by college needs, up to the point of a signed and agreed upon contract. All groups, regardless of being an on-campus or outside organization, desiring to use any of the Parkland College theatres must understand that they are guests in the facility and that their needs, while important, must be considered in the overall context of the ongoing educational programs. Parkland College will make dates available to off-campus groups by rental agreement for theatrical, dance, concerts, workshops, seminars, and other entertainment events on an as-available basis. Also, any outside organization must fully insure itself at its own expense for Worker's Compensation and Employer's Liability (including disability benefits): Comprehensive general liability (personal injury, including bodily injury, \$1,000,000 per occurrence).