Reservation Request Form

Event Title: ____________________________ Event Dates: ____________________________

Renting Organization: ___________________________________________________________________

□ Non-MSC        □ MSC (Dept. ________________________ )        □ Non-Profit

Booking Contact Name(s): ____________________________________________________________

Phone 1: ____________________________ Phone 2: ____________________________

Fax: ____________________________ Email: ____________________________

Mailing Address: ____________________________________________________________

City: ____________________________ State: ____________________________ Zip: __________

Day of Event Contact Name: ____________________________________________________________

Phone: ____________________________ Email: ____________________________

Rental Date Information: (For rehearsal days, indicate REH in the performance time slot)

Rental Date(s): ________________  Time In: _____  Time Out: _____  Performance Time: ________

Rental Date(s): ________________  Time In: _____  Time Out: _____  Performance Time: ________

*for additional dates please use the back of this form

Facility Charges:

Performance Day: $875
Rehearsal Day: $350
Dark Day: $150

*20% discount available to Non-Profit Groups

Method of Payment:

□ Credit Card
□ Cash
□ Money Order
□ Purchase Order

Technician Charges:

$35 per hour, per technician (non-profit discount does not apply). One technician is required, a second is based on need. This requirement will be determined by the Theatre Director, based on your event needs indicated on this form.

8295 E College Drive • JKB 130 • Palmer, AK 99645 • (907) 746-9302 Director • (907) 745-9700 Fax • Page | 1
Event Equipment and Details Form
(Select all equipment that apply to your event)

Equipment Included with Basic Rental:
- □ Podium with One Microphone
- □ Basic Light Wash
- □ One Lighting Special

Additional Equipment (per day charges):
- □ Grand Piano ($300)

First day rental includes tuning. Subsequent rentals are $200 per day.

Special Requests (per event charges):
- □ Colored Spot Wash $30 per color Qty _____
- □ Audio Design Services Amount Based on Design and Setup
- □ Light Design Services Amount Based on Design and Setup
- □ Set Design Services Amount Based on Design and Setup

Price and Availability depends on the complexity of the design requirements.
Contact the Theatre Director for details (907) 746-9302.

Event Notes:

For extra notes, please use the back of this form or attach an extra sheet as needed.
Rental Notes

1. Proof of event insurance must be provided at least two weeks prior to your event.
2. GMT is only responsible to provide those items which are agreed upon in writing.
3. A theater Technician will be present during your event as needed; determined by your technical requirements. Please see the Technician for any questions you may have during your event.
4. Keep the facility clean during your time in residence. Post event clean-up includes: Pick up trash, remove posters and signage, put away tables and chairs, clear the stage of any props used, etc.
5. Decorations and on-campus advertising of this event MUST be removed immediately after your event.
6. Keep the EXITs and all doorways clear of debris, trash, and other obstructions AT ALL TIMES. Under no circumstances will doorways be obstructed in any way.
7. Keep all electrical panels clear of obstructions.
8. Keep floors, work areas, and aisles clear of debris, trash, and other obstructions which do not allow safe and orderly access at all times.
9. You are responsible for notifying your workers in the proper use of all hazardous material including but not limited to paint, glue, and solvents. Please consult your theatre Technician with any questions regarding event/set preparation and construction. Do not use staples, nails, or screws in the ceiling, walls, or floors.
10. Food and drink are prohibited on the stage, unless previously approved and in writing by the Theatre Director, based on show needs.
11. Food and drink are not allowed in the house.
12. Smoking is not permitted anywhere within the theater building or support facilities. Smoking is not permitted within 50 feet of any campus building. Smoking is ONLY permitted outside in the designated areas. If your show requires an actor to smoke, only stage cigarettes may be used and the use must be pre-approved by the Theatre Director.
13. Use of the Scene Shop is a privilege. If you are allowed access, you must receive a Scene Shop Orientation with a signed Scene Shop Orientation checklist in your file prior to use; see the Theatre Director for details. Access to the scene shop can also be designated as “Limited Use Only”. In this case, only certain areas will be allowed to be used. The designation for use will be determined by the Theatre Director.
14. Destruction of Glenn Massay Theater property will result in a charge equal to the cost to repair or replace the damaged goods. This cost will include shipping if applicable.
15. Security of personal valuables is the responsibility of each user group. For your own benefit, please request that your event participants leave any valuables at home.
16. If your event is of a nature that requires extra or high security, please make the need known to the Theatre Director, (907) 746-9302.
17. The Theatre Director reserves the right to amend, add to, or delete from the “House Rules” at any time, and at the sole discretion of the Theatre Director, to help guide the Contracted into compliance with the spirit of the rest of the House Rules, Scene Shop Rules, and the Glenn Massay Theater Contract. A printed copy of any changes will provided to you. All amended house rules must be followed in accordance with your original contract.
Reservation Agreement

I, the undersigned, am an authorized representative of the group or organization renting the Glenn Massay Theater and understand that in the event that the group or organization does not satisfactorily cover any indebtedness, I may be held responsible for payment. In addition, I have read the Glenn Massay Theater House Rules and, if applicable, Scene Shop Rules, and will instruct my event participants to abide by the, while in the Theater. Submittal of form, with signature either by hand or electronic, indicates compliance with all rules and information listed on this form.

I understand that any changes to my event needs within 48 hours of my event will result in an additional flat fee of $100, in addition to any Technician and equipment fees that may apply. These charges will be reflected on my final event invoice from the Glenn Massay Theater.

Payment is required two weeks prior to the event. The payment would be made to Mat-Su College, if it is a check or PO. We can also accept Visa, MC, Amex, Discover, and cash. You can pay by coming to the Campus Cache (Bookstore) in the main building, or you can call in a payment as well. The personnel to contact for payment would be: Maggie Boman (Accounting Supervisor) at (907) 746-9326, or, Elizabeth Childs (Fiscal Technician) at (907) 745-9337.

Payment can also be mailed to the college: Mat-Su College
Glenn Massay Theater
8295 E College Drive
PO Box 2889
Palmer, AK 99645

(Please include your quote when mailing payment)

Print Name: _____________________________________________

Signature: ________________________________________________ Date: ______________________

Approval by Theater Representative: _________________________

Date: ______________________