

# Agreement of Use

## University Theatre

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Organization sponsoring Event: \_\_\_\_\_ Time: \_\_\_\_\_-to-\_\_\_\_\_

Event Contact: \_\_\_\_\_

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### Agreement

When an on-campus organization is sponsoring an off-campus organization, the on-campus organization MUST provide a liaison to be present at all event activities taking place in Stewart Theatre. \_\_\_\_\_(Initial)

Each organization is also required to provide a Stage Manager from the sponsoring organization for their event. This person will answer technical crew questions and collaborate with Technical Supervisor as well as assist the theatre staff with audience issues. \_\_\_\_\_(Initial)

The organization must provide four volunteer ushers, one of which must know special seating and ticket arrangements and be available to the House Manager from one hour prior to the show until the audience has left the theatre. This person MUST be available at all times during all activities taking place in Stewart Theatre. \_\_\_\_\_(Initial)

The organization sponsoring the event must provide updated contact information for billing purposes. The sponsoring organization will be held financially responsible should the user fail to pay costs. Payment failure may result in delayed grade distribution or result in a change of status for your student organization. \_\_\_\_\_(Initial)

You will need to contact our Production Facilities Manager, Nick Purdy at (919) 515.3900 or [nick\\_purdy@ncsu.edu](mailto:nick_purdy@ncsu.edu), as soon as you have submitted your Reservation Request to arrange the specific needs for your event. \_\_\_\_\_(Initial)

The status of your event will change from "held" to "confirmed" once you have submitted your Agreement of Use to the Administrative Staff. \_\_\_\_\_(Initial).

The Information Sheet MUST be completed and turned in NO LATER THAN 21 DAYS prior to your event. A properly completed Information Sheet should include the content of the performance, specific equipment needs and anything else that will occur during the entirety of your reservation. \_\_\_\_\_(Initial)

**UNIVERSITY THEATRE DOES NOT HANDLE TICKET SALES. Ticket Central handles ticket sales** and you may not print your own tickets. You may not sell any tickets until you have met with Ticket Central. All tiered and reserved seating must be reserved through Ticket Central. Please arrange with Ticket Central, **no later than 4 weeks prior to your event**, to handle your sales and/or your printing of tickets. Additionally, at the discretion of the administrative staff you may be required to use tickets through Ticket Central for free events. Information at <http://ticketcentral.ncsu.edu> or by telephone at (919) 515.1408. \_\_\_\_\_(Initial)

A university organization or department sponsoring a professional show or individual performers with contracts and riders must submit both the contracts and riders to the Stewart Theatre Production Facilities Manager for review BEFORE YOU SIGN the contracts. Theatre users are responsible for "advancing" these shows, which means gathering information and providing it to the theatre staff, as well as acting as liaison between Stewart and the contracted performers. Stewart Theatre's technical staff cannot take responsibility for "advancing" client shows. \_\_\_\_\_(Initial)

As a university affiliated organization, you are not charged rent for the use of Stewart Theatre. You are responsible for the costs of the house and technical crew to work your show. The Production Facilities Manager can discuss approximate costs for the crew. See the rate summary sheet for more information. Payment is required within 30 days of receiving the bill. Unpaid bills will be subject to disciplinary or collection action after 90 days failure of payment.

\_\_\_\_\_ (Initial)

Cancellation: If it becomes necessary to cancel an event scheduled in Stewart Theatre, contact the theatre in writing as soon as possible. Failure to do so shall result in the following charges:

Less than 14 Days Prior to Event Date	Administrative Fee
Less than 7 Days prior to Event Date	Administrative Fee plus Two (2) hour minimum Crew Charge
Less than 24-hours	Administrative Fee plus Full Crew Charges

\_\_\_\_\_ (Initial)

Alcohol is strictly prohibited. Food and drinks are prohibited in all areas except the Green Room. Smoking is prohibited throughout the theatre and within 25 feet of the building. \_\_\_\_\_ (Initial)

The sponsoring organization is responsible for behavior, expenses, and damages resulting from activities they sponsor. The sponsoring organization is financially responsible for any excessive damage or clean-up fees.

\_\_\_\_\_ (Initial)

The handicapped area is for the specific use of handicapped patrons and their guests. We may put a tripod in this area with the understanding that it could be removed if someone in a wheelchair needs the space at the time. This area CANNOT be used for overflow at any time, even if the space is empty. We can make NO exceptions to this regulation. \_\_\_\_\_ (initial)

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Stewart Theatre's regulations are listed in the Information Packet, including the Rate Summary, Abbreviated Technical Information, and this Agreement of Use. Signing this form indicates you have read and agree to abide by all Stewart Theatre regulations regarding the use of the space and that you are responsible for the payment of the bill.

\_\_\_\_\_

Contact Person's Signature

**If you are submitting this form electronically,  
we will consider your type-written name as a signature.**

\_\_\_\_\_

Date

\_\_\_\_\_

University Theatre Representative

\_\_\_\_\_

Date

**Please return completed form to:**  
 NC State University  
 University Theatre  
 Talley Student Center, Room 1202-A  
 Raleigh, NC 27695  
 Fax: (919) 513.2988 OR email to [nick\\_purdy@ncus.edu](mailto:nick_purdy@ncus.edu)