

Rental Checklist

University Theatre

Name of Event: _____ Date of Event: _____

Organization sponsoring Event: _____

Event Contact: _____

_____ Request a date:

By phone: 919.515.3927

By email: Ellie_cooke@ncsu.edu

Online: ncsu.edu/arts

Click "facilities" link on left.

Click "Using Stewart Theatre" on top of page.

In person: University Theatre offices
First floor, Talley Student Center
Room 1202 A

_____ Complete and Submit a Reservation Request.

_____ After theatre availability has been confirmed, contact University Theatre's Production Facilities Manager, Nick Purdy, to discuss the details of your event. He may be reached at 919.515. 3900 or Nick_Purdy@ncsu.edu.

_____ A contract will be drawn up outlining the agreed upon details of your event as well as the policies and procedures that must be followed in University Theatre facilities. Two (2) contracts signed by University Theatre will be mailed to you with a return envelope.
See <http://www.fis.ncsu.edu/materialsmgmt/purchasing/StewartLease.pdf> for a sample contract.

Date Received Contract: _____

_____ Mail two (2) signed contract back to University Theatre.

Please keep a copy for your records.

The signed contract must be received by University Theatre no less than 4 weeks prior to the scheduled performance, or the event may be cancelled. At this time, please include a 50% non-refundable deposit to confirm your request for the theatre.

Mailed Contract Back with 50% deposit: _____

_____ University Theatre will send you one (1) copy of the contract upon full execution by NC State University.

Received fully executed contract on: _____

_____ Final payment for rental balance and technical charges is due within 1 month of the issue date of bill for the performance.

Payment Due by: _____

Other Considerations

_____ You are required to contact Ticket Central at least 4 weeks in advance of your event at 919.515.1100 if you plan to sell or distribute tickets. You may only sell tickets printed by Ticket Central.

Date Contacted Ticket Central: _____

_____ You must contact Talley Student Center (TSC) Reservations at 919.515.2249 if you wish to obtain a Vendor site or Display area.

Date Contacted TSC: _____