



SUNSET CENTER

Facilities Booking Form

NAME OF USER: _____ PRIMARY CONTACT _____

MAILING ADDRESS: _____

DAY PH. _____ EVE PH. _____ FAX _____

EMAIL: _____ WEB URL: _____

Description of use: _____

Title of show: _____ START TIME: _____

Use Type: Performing Arts (music, dance, theater) Non-Performing Arts w/Audience (film, lecture, meeting)
 Social Use Lobby Only (party, reception) Social Use with Theater (party, reception)

Date Preferences: List all related dates & activities. Please provide as many date options as possible.

	ACTIVITY	DATE(S)	HOURS OF USE
Example:	Concert	6/1/2008	2pm - 11pm
Example:			
Example:			

Will tickets be sold? yes no reserved general admission public private

Will SCCI be exclusively selling tickets?: yes no If no - provide contact information of alternate outlet below:

Ticket Prices: _____

On sale date for tickets: _____ Will there be an intermission? yes no Length? _____

of Comp tickets to hold? (limit 20) _____ Please complete & provide SCCI Comp List form.

Pre-or post performance activities or receptions planned? yes no Will food be served? yes no

Will alcohol be served? yes no If alcohol is to be served "Liquor Liability" must be included with insurance policy.

Lighting needs: House plot/general wash-no cues House plot-w/user requested specials & cues User's plot 21 day advance

Sound needs: Speaking yes no _____ how many? Pre-recorded Sound yes no

Live performance mix yes no If yes-Technical Rider attached yes no

Will there be a set on stage? yes no Need accoustical enclosure? yes no

Need main curtain? (N/A if using accoustical Shell) yes no If using accoustical enclosure-how large ensemble? _____

Will you need a piano? yes no If yes concert grand baby grand

If concert grand in requested please call Carmel Music Society (831) 625-9938 or Monterey Symphony (831) 624-8511 for rental information.

Printed Name: _____ Signature: _____ Date: _____

Approved SCCI: _____ Date: _____