



# PERFORMING ARTS CENTER OF WISCONSIN RAPIDS

## APPLICATION FOR USE

Organization Sponsoring Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

<b>PLEASE SPECIFY DATE</b> OF EVENT: _____				
<b>Setup Time</b>	<b>Open Lobby</b>	<b>Open House</b>	<b>Program Start/End</b>	<b>Estimated Attendance</b>
am pm <small>(Time Scheduled before event)</small>	am pm	am pm	am pm	(832 Seats Max)
Do you need to use the facility for rehearsal?      YES      NO		REHEARSAL DATES/TIMES:		
Are you charging an admission fee?      YES      NO		If yes, what will the charge per seat be?      \$ _____		
Are you requesting a good will offering from the audience?      YES      NO				

Which Technical Package do you require? **Please check the closest match:**

<b>SIMPLE Package</b> <input type="radio"/>	<b>CONCERT Package</b> <input type="radio"/>	<b>PRESENTATION Package</b> <input type="radio"/>	<b>FULL Package</b> <input type="radio"/>
<p>Includes:</p> <ul style="list-style-type: none"> <li>✓ 1-2 Microphones</li> <li>✓ Pre-Programmed Lighting</li> </ul> <p><u>Options (please check):</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Speaker's Podium</li> <li><input type="checkbox"/> Additional Sound Set-up (requires technician)*</li> </ul>	<p>Includes:</p> <ul style="list-style-type: none"> <li>✓ 1-4 Microphones</li> <li>✓ Pre-Programmed Lighting</li> </ul> <p><u>Options (please check):</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conductor's Podium</li> <li><input type="checkbox"/> Speaker's Podium</li> <li><input type="checkbox"/> In-House Headset Communication</li> <li><input type="checkbox"/> Full Sound System (requires technician)*</li> <li><input type="checkbox"/> Full Lighting System (requires technician)*</li> </ul>	<p>Includes:</p> <ul style="list-style-type: none"> <li>✓ 1-4 Microphones</li> <li>✓ Pre-Programmed Lighting</li> </ul> <p><u>Options (please check):</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In-House Headset Communication</li> <li><input type="checkbox"/> Additional Sound Set-up (requires technician)*</li> <li><input type="checkbox"/> Full Sound System (requires technician)*</li> <li><input type="checkbox"/> Full Lighting System (requires technician)*</li> </ul>	<p>Includes:</p> <ul style="list-style-type: none"> <li>✓ Full Sound System (requires Technician)</li> <li>✓ Full Lighting System (requires Technician)</li> </ul> <p><u>Options (please check):</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Speaker's Podium</li> <li><input type="checkbox"/> In-House Headset Communication</li> <li><input type="checkbox"/> Fly System (requires certified operator)*</li> </ul>

Options with additional charge (please check):

<ul style="list-style-type: none"> <li><input type="checkbox"/> Acoustic Shell Installed (\$110)</li> <li><input type="checkbox"/> Steinway Grand Piano (\$110) <small>(tuning charges borne by user)</small></li> <li><input type="checkbox"/> Move Orchestra Pit Cover <small>(charge will be assessed according to fee schedule #2)</small></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Choral Risers (\$15/each) – Qty: _____</li> <li><input type="checkbox"/> Platform Risers (\$15/each) – Qty/Size: _____</li> <li><input type="checkbox"/> Individual AV Equipment (\$30/piece) _____</li> <li><input type="checkbox"/> Power Podium (\$110) What do you need? <input type="checkbox"/> VCR <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Camera</li> <li><input type="checkbox"/> Computer (pc/mac) input</li> <li><input type="checkbox"/> Cable Television</li> <li><input type="checkbox"/> Video Projector</li> <li><input type="checkbox"/> Video Screen</li> </ul> </li> </ul>
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*\*Whenever a technician or fly operator is required, user pays hourly labor charge for either "regular" or "expert" technician. See Policy 1330.*

What furniture do you require?			
Chairs	Tables	Music Stands	Other
			Choral Risers:  Platform Risers: (Height)

Would you like the house divider closed?       Yes       No

Are there any other items that you need that were not addressed?       Yes       No

Please explain: \_\_\_\_\_

Do you need:

- |  |   |
|--|---|
| <input type="radio"/> Box Office Facility                    | <input type="radio"/> Cafeteria Refreshment Area                        |
| <input type="radio"/> Follow Spot lights/booths (tech extra) | <input type="radio"/> Studio Rooms                                      |
| <input type="radio"/> Dressing Rooms                         | <input type="radio"/> Other Rooms at Lincoln High School outside of the |
| <input type="radio"/> Music Rooms                            | Performing Arts Center (additional fees may apply)                      |

Specify: \_\_\_\_\_

Will you be using open flame, pyrotechnics, smoke, or chemical fog during your use of the PAC?       Yes       No

If Yes, please explain: \_\_\_\_\_

Do you plan to broadcast, telecast, or record this performance?       Yes       No

While utilizing WRPS parking lots, do you plan to assess a parking fee/charge?       Yes       No

If Yes, please explain: \_\_\_\_\_

**NOTE: If you have a document that describes your technical requirements, please attach it to this form.**

CONTACT PERSON(s):

NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
PHONE w/area code:	PHONE w/area code:
E-MAIL:	E-MAIL:

*The Wisconsin Rapids Public School (WRPS) district will hold a date for 30 days from the date of initial inquiry, after which the date will be released unless a completed application has been received. If the Application for Use is approved, the user organization will receive a Short-Term Use Agreement with the estimated rental charges and a bill for deposit.*

**COMPLETE THIS APPLICATION AND RETURN TO:** Maurine Hodgson  
WRPS  
2510 Industrial Street  
Wisc. Rapids, WI 54495

Questions may be directed to Maurine Hodgson at (715) 422-6035.

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pacpkg 1/10/06