

**AMERICAN UNIVERSITY
COLLEGE OF ARTS AND SCIENCES**

GREENBERG THEATER FACILITY RENTAL REQUEST FORM

This is a request form only and does not constitute a contract between the requester(s) and American University.

User Information:

Co. Name: _____ FEIN/SSN _____

Contact Name: _____ Phone: _____

Address: _____ Email: _____

Event Information: (please attach a 100 word or less description for ticket sales on web)

Event Title: _____

Event Type: _____

Public Event? Y ___ N ___ Ticketed? Y ___ N ___ Ticket Price: _____

Event Date(s)/Time(s): _____

Move-in Date/Time: _____

Move-out Date/Time: _____

Business Status: check one

For-Profit

Non-Profit

AU Campus

Non-profit status: Non-Profit Organizations will be required to furnish evidence of non-profit status prior to a signed agreement.

Upon completion of this request, send directly to:

Greenberg Theatre Management
American University
4200 Wisconsin Ave, NW
Washington, DC 20016-8149
Phone: 202-885-3490
Fax: 202/885-1120
Email: greenbergtheatre@american.edu

-All parties will be contacted within two business days of receiving request form.
-Please attach a copy of any artist contract and technical rider with this form or a detailed description of your event including all technical requirements and provide contact information for the technical liaison as applicable.

AMERICAN UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

STAFF

Each event must engage at minimum:

-Facilities Manager (Entire duration of rental)

-House Manager (Show time and 1 hour before and after)

-If Greenberg sound and lighting equipment is used, Greenberg engineers must be engaged to run or if agreed, will shadow.

-Additional labor and equipment requirements will be determined by the Facilities and Production Manager based on the needs and nature of the event.

DEPOSIT

All renters of The Harold and Sylvia Greenberg Theatre are required to submit a deposit based on a percentage of their estimated costs. The deposit **must** be paid prior to:
ticket sales

publication or promotion of the event

execution of contract

occupancy of space

storage of equipment

Percentage Rates

33% of total estimated charges

INSURANCE

All non-campus renters must have event insurance and must submit a copy of their insurance certificate prior to loading in to the facility. Please see Usage Policies for specific insurance details.