Application for Use

Organization Sponsoring Event: ________________________________

Event Description: ____________________________________________

Date of Event: ________________________________________________

Estimated Attendance (786 Seats Maximum): ______________________

<table>
<thead>
<tr>
<th>Event Day Arrival Time</th>
<th>Open Lobby</th>
<th>Open House</th>
<th>Program Start</th>
<th>Estimated Program End</th>
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(Time scheduled before event)

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 are the ticket prices?  

$__________

Are you requesting a good will offering from the audience?  

YES NO

Options with additional charge (see fee structure for pricing)

- Removal/Installation of Orchestra Pit Cover
- Grand Piano
- Wired Microphone
  Quantity: ________
- Podium
- Platform Risers
  Quantity: ________
- Dance Floor
- Removal/Installation of Orchestra Shell
- Digital/Upright Piano
- Wireless Microphone
  Quantity: ________
- Choral Risers
  Quantity: ________
- Music Stand Lights
  Quantity: ________
- Individual AV Equipment
  What do you need?  
  - VCR/DVD Player
  - Computer Input
  - Cable Television
  - Video Projector
  - Video Screen
  - Other ___________
Technical Needs

Any special technical requirements (including advance set-up) may require crew calls and additional technical charges. When a technician is required for set up, performance and/or strike, user pays hourly labor charge. Any outside technician must be pre-approved by PAC Director. If they are not approved, renter will be charged for PAC Technician.

All special effects must be pre-approved by PAC Director. If approval is not granted or if you did not seek approval to use special effects, special effects may not be used in your performance.

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

Additional Needs

What furniture and how many of each do you require?

- Chairs ______
- Music Stands ______
- Coat Racks ______
- Tables ______
- Other ______

Do you need:

- Box Office Facility
- Follow Spot Lights
- Dressing Rooms
- Cafeteria/Refreshment Areas
- Studio Rooms
- Music Rooms – How many? ______
- Staff Dining Room
- Class Rooms
- Other

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

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

Would you like the PAC to organize ushers, docents and ticket sellers?

(This is a free service) □ Yes □ No

Would you like the PAC to handle ticket sales (see fee structure for pricing)? □ Yes □ No

If you are selling your own tickets, how can people purchase tickets?

Would you like the South Milwaukee High School Food Service Dept. or High School FCE students to cater your event? □ Yes □ No

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

If yes, explain: ____________________________
Contact Person(s):

Name: ____________________________  Name: ____________________________
Address: ____________________________  Address: ____________________________
City/State/Zip: ____________________________  City/State/Zip: ____________________________
Phone: ____________________________  Phone: ____________________________
Email: ____________________________  Email: ____________________________

The School District of South Milwaukee (SDSM) 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.

☐ Approved  ☐ Denied

Return application to:
South Milwaukee Performing Arts Center
Attn: PAC Director
901 15th Avenue
South Milwaukee, WI 53172

If you have any questions please contact the PAC Director at 414-766-5048