



SOUTH MILWAUKEE PERFORMING ARTS CENTER

901 15th Avenue • South Milwaukee, WI 53172
414.766.5049 • pacboxoffice@sdsml.k12.wi.us • www.southmilwaukeepac.org

APPLICATION FOR USE

Organization Sponsoring Event: _____

Event Description: _____

Date of Event: _____

Estimated Attendance (786 Seats Maximum): _____

Event Day Arrival Time	Open Lobby	Open House	Program Start	Estimated Program End
a.m. p.m. (Time scheduled before event)	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.
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 _____



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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

Cafeteria/Refreshment Areas

Staff Dining Room

Follow Spot Lights

Studio Rooms

Class Rooms

Dressing Rooms

Music Rooms – How many? _____

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?

Yes No

(This is a free service)

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: _____



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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