

DOUGHERTY ARTS CENTER

2020 Theater Reservation Request Packet

1110 Barton Springs Rd Austin, TX 78704
(512)974-4000

www.austintexas.gov/dacrentals
DACTheater@austintexas.gov



Directions:

1. Please give as much information as you are able. The more information you provide, the better we will be able to accommodate your requests.
2. Having 2nd and 3rd choice dates increases your chances of your request being approved. If you only list one set of dates, and those dates are unavailable, your request will be denied.
3. Your reservation request will be time stamped and processed in the order it was received. Please allow up to 48 hours for confirmation that your request has been received.
4. Only one reservation per request form.
5. **This form is a reservation request and does not confirm or guarantee a reservation.**

APPLICANT: _____

Title of Production: _____

Name of Artist(s) / Arts Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Alternate Contact Person: _____

Phone Number: _____ Email: _____

Give a brief description of the production:

Is this a bi-lingual production? Yes No

If yes, please list the primary and secondary languages spoken: _____

Cast and Crew

The Maximum Capacity of the dressing room AT ANY TIME are 6 adults OR 8 youth. Dressing or changing costumes in the adjacent rooms or the hallway is strictly prohibited. The DAC cannot accommodate cast/crew sizes of over 30 adults or 20 children. Failure to disclose accurate cast/crew counts can result in the termination of the reservation.

Number of adult performers (over 18 years of age): _____

Number of youth (under 18 years of age) performers: _____
(ALL minors must be accompanied by an adult at all times.)

Number of staff/crew: _____

Scenery, Special Lighting and Effects, Sound Reinforcement

Please give a brief description of the set design (if you do have this information yet, please describe what you are anticipating):

Please give a brief description of the lighting design (basic wash, specials, strobe, additional lighting consoles, etc):

Please give a brief description of the special effects (stage fire arms, fog machines, crash boxes, etc)

Please give a brief description of the sound design (live bands, additional sound mixer, loud sound effects, etc)

Alcohol and Concessions

Alcohol

A request to sell or serve alcohol to the general public at a City Event or Rental Event will require approval from the Parks and Recreation Department (PARD) Director, AND a submitted and approved ACE application (Austin Center for Events). The RENTER must provide proof of insurance and must submit the required form stating the **Renter** understands and accepts PARD procedural processes and policies. A RENTER is required to purchase insurance when alcohol is to be consumed or sold at their Event, and the insurance must meet City approval. RENTER must provide no less than two licensed peace officers on site during hours that alcohol is being consumed. RENTER must obtain a temporary food permit to have alcohol on site during their event. The City reserves the right to increase coverage depending on the type of event or past history of use.

Will there be alcohol at your event? Yes No

If yes, brief description of the alcohol consumption plan:

Food Service

A request to operate a concession stand must receive approval before Renter is allowed to Operate a concession stand. RENTER must obtain a temporary food permit, and will be subject to all current PARD and City of Austin policies and procedures. The DAC does not have a commercial kitchen.

Will your organization be operating a concession stand? Yes No

If yes, please give a brief description of the concession stand operation:

Vending

Renters are allowed one table in the gallery to operate as a vending table during the event. RENTER must obtain and provide a copy to the DAC of the appropriate permits. **Vendors are prohibited from selling merchandise in the community rooms.**

Will your organization be operating vendor's table? Yes No

If yes, please give a brief description of the vending operation:

Proposed Use Dates and Times: FIRST CHOICE

Move-in: (Indicate AM or PM)

Dates: _____ Time: From _____ To: _____

Rehearsals:

Date: _____ Time: From _____ To: _____

Date: _____ Time: From _____ To: _____

Performances:

List all time needed prior to the performance and after the performance (Indicate AM or PM)

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Move-out:

Dates: _____ Time: From _____ To: _____

Proposed Use Dates and Times: SECOND CHOICE

Move-in: (Indicate AM or PM)

Date: _____ Time: From _____ To: _____

Rehearsals:

Date: _____ Time: From _____ To: _____

Date: _____ Time: From _____ To: _____

Performances:

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Date: _____ Time: From _____ To: _____ Performance begins @ _____

Move-out:

Date: _____ Time: From _____ To: _____

Proposed Use Dates and Times: THIRD CHOICE

Move-in: (Indicate AM or PM)

Dates: _____ Time: From _____ To: _____

Rehearsals:

Date: _____ Time: From _____ To: _____

Date: _____ Time: From _____ To: _____

Performances:

Dates: _____ Time: From _____ To: _____ Performance begins @ _____

Dates: _____ Time: From _____ To: _____ Performance begins @ _____

Dates: _____ Time: From _____ To: _____ Performance begins @ _____

Dates: _____ Time: From _____ To: _____ Performance begins @ _____

Move-out:

Dates: _____ Time: From _____ To: _____

REQUESTOR SIGNATURE

Date