

# DOUGHERTY ARTS CENTER

## 2021 Theater Reservation Request

(This form is a reservation request and does not confirm or guarantee a reservation)

### Contact Information:

Applicant Name: \_\_\_\_\_

Producing Artist or Arts Organization: \_\_\_\_\_

Organization/Artist Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Event/Production: \_\_\_\_\_

Give a brief description of the production:

### 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 Dougherty Arts Center 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: \_\_\_\_\_

Number of youth (under 18 years of age) performers: \_\_\_\_\_

(ALL minors must be accompanied by an adult at all times.)

**Number of crew:** \_\_\_\_\_

(please include all volunteers and adults responsible for youth participants such as parents, teachers or caregivers)

**Proposed Dates: First Choice**

**Load in Date:** (Indicate AM or PM)

Dates: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

**List all Rehearsal Dates/Times:**

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

**If applicable, which of the rehearsal dates listed will be your dress/tech rehearsal?**

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

**List All Performances Dates:** (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)

Dates: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

**List all Rehearsal Dates/Times:**

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

**List All Performances Dates:** (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: THIRD CHOICE**

**Move-in: (Indicate AM or PM)**

Dates: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

**List all Rehearsal Dates/Times:**

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

**List All Performances Dates: (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: \_\_\_\_\_

**Technical Requirements**

Please give a brief description of the following (if you do not yet know, describe what you anticipate)

Scenic Design/Staging (Examples include flats, Marley floors, house reconfiguration, additional risers)

Lighting/Special Effects (Examples include strobe, additional lighting consoles, LEDs, stage fire arms, fog machines)

Sound/AV (Examples include live bands, additional sound mixer, loud sound effects)

## 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 by DAC Manager. The renter must provide proof of insurance and alcohol consumption plan. Renter must provide no less than one licensed peace officer or security guard on site during hours that alcohol is being consumed and submit all documents required by the TABC. 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.

The Dougherty Arts Center prohibits BYOB events.

Will there be alcohol at your event? Yes  No

If you answered yes, please give a brief outline of your organization's alcohol plan? (example: will it be sold or served free, what beverages do you hope to serve, how many stations, number of potential servers)

### Concessions and Vendors

Food Service/ Concession Stands: 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.

Vendors: Renters are allowed one table in the gallery to operate as a vending table during the event. If Renter wishes to sell merchandise at the vending table, the 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 event be operating a concession stand or serving food to the public? Yes  No

If you answered yes, please explain your food/concessions plan?

Will you be selling merchandise at your vendor's table?    Yes     No

If you answered yes, please describe what you will be selling?

**REQUESTOR SIGNATURE**

\_\_\_\_\_

Requestor

\_\_\_\_\_

Date