

Dougherty Arts Center Theater

RESERVATION APPLICATION PACKET

Dougherty Arts Center Theater
1110 Barton Springs Rd
Austin, TX 78704
(512) 974-4045
DACTheater@austintexas.gov

This application serves as a request for theater space.
It does not confirm a theater reservation.

Austin Parks & Recreation Department



City of Austin

Dougherty Arts Center Theater Application

APPLICANT:

Title of Production:

Name of Artist(s) / Arts Organization:

Contact Person:

Mailing Address:

City:

State:

Zip:

Day Phone:

Evening Phone:

Email:

Web Address:

Alternate Contact Person:

Mobile Phone:

Email:

Give a brief description of the production:

Please note: ONLY ONE PRODUCTION PER APPLICATION. IF YOU WOULD LIKE TO APPLY FOR ANOTHER TIME SLOT, USE ANOTHER APPLICATION.

Target Audience

What ages is your production appropriate for? Adult Youth Families – all ages

Is this a bi-lingual production? Yes No

Cast and Crew

Number of adult performers:

Number of youth (under 18) performers:

Number of staff/crew:

Scenery, Special Lighting and Effects, Sound Reinforcement

Will the event require scenery? Yes No

If yes, please give a brief description of the scenery:

Will the event require special lighting? Yes No

If yes, please give a brief description of the special lighting:

Will the event require special effects? Yes No

If yes, please give a brief description of the special effects:

Will the event require special sound equipment? Yes No

If yes, brief description of the special sound equipment:

Alcohol and Concessions

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. 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. The City reserves the right to increase coverage depending on the type of event or past history of use.

Will your organization be selling or distributing alcohol? Yes No

If yes, brief description of the alcohol consumption plan:

A request to operate a concession stand must receive approval before Renter is allowed to Operate a concession stand. The operation of this stand would be subject to current PARD and City of Austin policies and procedures.

Will your organization be operating a concession stand? Yes No

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

Renters are allowed one table in the gallery to operate as a vending table during the event. **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:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances:

List all time needed prior to the performance and after the performance:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Proposed Use Dates and Times: SECOND CHOICE

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances:

List all time needed prior to the performance and after the performance:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Proposed Use Dates and Times: THIRD CHOICE

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances:

List all time needed prior to the performance and after the performance:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

SIGNATURE

By my signature below I acknowledge that this is only a request for a facility reservation and that that a reservation cannot be confirmed until both parties have agreed to and signed a reservation agreement and a \$100 security deposit has been paid.

APPLICANT SIGNATURE:

DATE:

