



GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER

BOYD VANCE THEATRE

RESERVATION REQUEST FORM

**1165 Angelina Street
Austin, TX 78702
(512) 974 - 4926**

This application serves as a request for theater space.
It does not confirm a theater reservation.
Austin Parks & Recreation Department





GEORGE WASHINGTON CARVER THEATER APPLICATION

1165 Angelina Street
Austin, Texas 78702
512.974 .4926

Event Date & Time _____

Move-in date & time _____

Move-out date & time _____

PLEASE PRINT

APPLICANT:

Title of Production/Event _____

Type of Production

Play/Musical	
Dance Concert	
Music Concert	
Lecture/Public Forum	
Film	
Other Please describe	

Lobby

Rooms needed

Conference Room	
Classroom	
Dance Studio	
Memory Room	
Kitchen	
Hallway	
Lower Lobby	

Name of Artist(s) or Arts Organization requesting space (circle one)

Name of Artistic Director (if applicable) _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____

Web Address _____

Alternate Contact Person _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____



Give a brief description of the production: _____

Estimated Attendance

Number of estimated attendance per performance _____ X ____ (# of performances) = _____ total attendance

Target Audience

For what ages is your production appropriate? Adult Youth, what ages _____ Families – all ages

Is this a bi-lingual production? _____Yes _____No

If yes, what language will be spoken _____ and what level of knowledge of that spoken language will audience members need in order to understand the production? Check the most appropriate response.

No/limited knowledge Moderate level of knowledge High level of knowledge

Ticket Sales (check the boxes that apply):

Ticket \$ _____ adult _____ (age i.e., 18 & above)
Ticket \$ _____ youth _____ (age i.e. 17 & below)
Ticket \$ _____ senior _____ (age i.e., 55 & above)
Ticket \$ _____ group _____ (minimum number in group to qualify for group rate)
Ticket \$ _____ other _____

Where and when do you plan to sell tickets for your production/event?

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, provide a brief description of the scenery.

Are you willing to *partially strike your set* in the event that the Carver must use the theatre for another activity? (for example, film, lecture, etc.) _____ Yes _____ No



Will the event require special lighting? Yes No

If yes, provide a brief description of the special lighting.

Does your production/event have someone qualified in **Theatre Lighting**? Yes No

If not, would you like some recommendations? Yes No

Will the event require special effects? Yes No

If yes, provide a brief description of the special effects. _____

Will the production/event require special sound equipment? Yes No

If yes, provide a brief description of the special sound equipment. _____

Does your production/event have someone qualified in **Sound Design/Sound Equipment**?
 Yes No

If not, would you like some recommendations? Yes No

PLEASE NOTE: At the time the Reservation Agreement is signed and deposit is made, the Artistic Director and/or Production Manager of **THEATRICAL PRODUCTIONS** must submit Technical Crew Information.

Receptions

Will your event host a reception of any kind during the rental? Yes No

Do you intend to serve alcohol? Yes No

PLEASE NOTE: There is a process for serving alcohol that must be followed. Forms "a" and "b" must be completed. Submit the Seller Training Certificate request for "c."

- a. **City of Austin Alcohol form**
- b. **Liability Insurance – note: deductible must be \$500,000 or greater to comply with requirements**
- c. **Texas Alcohol Beverage Commission, Seller Training Certification**

PLEASE NOTE: There is a **\$25.00 kitchen use fee** each day the kitchen is used.

Special Needs

Would you like all four handicap spaces available for wheelchairs for your event?
 Yes No

Would you like for the Hearing Impaired Aide devices available for your patrons?
 Yes No

Support Materials

You are welcome to attach materials that relate to your theater rental application that may be helpful to the selection committee.



Artist/Arts Organization Name: _____

Proposed Use Dates and Times:

Year: _____

Move-in:

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

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:

How long is the performance? _____ hours

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

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

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 _____

Summary of Proposed Dates as listed above:

Move-in to Move out dates: _____ to _____

Number of dates for morning performances _____

Number of dates for move-in _____

Number of dates for matinee performances _____

Number of dates for rehearsal _____

Number of dates for move-out _____

Number of dates for evening performances _____



GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER THEATRE

Fees

FEES ARE COLLECTED FROM MOVE-IN TO MOVE-OUT TIME AS FOLLOWS:

A \$20 charge shall be paid on all returned checks.

DEPOSIT \$100 (refundable)

Your reservation is considered tentative until a \$100 deposit has been receipted and a reservation agreement has been signed.

Deposit will be returned upon final inspection of the theater and any other areas used. If areas used are restored to original condition (reasonable wear and tear expected), clean and without damage and/or if the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. The deposit will be mailed from the City of Austin to the Renter who signed the Reservation Agreement. The reservation deposit converts to a cleanup and damage deposit if determined that repairs are needed.

Facility rental fees shall be paid in full 30 days prior to the date of first scheduled use.

Should the reservation be made within 30 days before the first scheduled use date the deposit and facility rental fees shall be due when the reservation is made.

Reservation fees are collected for rehearsals outside of facility hours of operation or for any performances scheduled. A per unit charge is assessed for equipment that is not built into the space.

Rehearsals within GWC Hours of Operation are \$15 per hour if theatrical lighting is used, otherwise it is free. A \$122 per hour overtime charge is incurred if the renters use the space beyond their requested contract time. The overtime charge starts 15 minutes after the scheduled end of the event.

Reservation Fee Chart:

CLEAN-UP/DAMAGE DEPOSIT	\$100
REHEARSALS	See below for charges
During Museum Hours: M-W 10AM-6PM, TH 10AM-9PM, F 10AM-6PM SAT 10AM to 4PM	\$15 charge per hour if theatrical lighting is used, otherwise, it is free. No charge for non-theatrical lighting
After Museum Hours: M-W AFTER 6PM, TH AFTER 9PM FRIDAY AFTER 6PM or SAT AFTER 4PM and CLOSED ON SUNDAYS	\$538 (4 hour minimum) Detail: Facility Rental Fee \$67 X 4 hours = \$268 Utility Fee \$15 X 4 hours = \$60 Staff Fee \$40 X 4 hours = \$160 Equipment Fee (based on items used) = \$50 (as example)
PERFORMANCES	\$538.00 (for four hours)
ALL PERFORMANCES SCHEDULED	\$538 (4 hour minimum) Detail: Facility Rental Fee \$67 X 4 hours = \$268 Utility Fee \$15 X 4 hours = \$60 Staff Fee \$40 X 4 hours = \$160 Equipment Fee (based on items used) = \$50 (as example)
OVERALL CHARGE (4 hours)	\$638.00



NOTE: The lobby can be used rent-free for ONE night in conjunction with the rental of the theatre to host a reception. Lobby use is subject to equipment fees.



GEORGE WASHINGTON CARVER THEATRE TECHNICAL SCHEDULE

NOTES

Please share any other information about your production/event!

