

# Waterman Theatre Reservation Form

This form must be filled out, complete with all signatures before a reservation is confirmed. Please do not advertise your event or sign contracts until you have discussed the use of the facilities with the individuals listed below. Signatures of the individuals must be obtained in the listed order. If you have any questions, please contact the Facilities Coordinator at (315) 312-2987 or 47 Tyler Hall. This form may be obtained through the Theatre Department Secretary at 106 Tyler Hall, or the form page of the Theatre Department web site. It is suggested you start with the secretary to confirm the dates you desire are available.

Name of Event: \_\_\_\_\_ Today's Date \_\_\_\_\_

Organization: \_\_\_\_\_ OSU Function Number: \_\_\_\_\_  
(Unless otherwise noted, the above organization or function number will be billed for technical support.)

Person(s) Responsible: \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Please describe your event \_\_\_\_\_

Scheduling: Date(s) of event: Opens (1<sup>st</sup> show) \_\_\_\_\_ Closes (last show) \_\_\_\_\_

Time you need the theatre \_\_\_\_\_ Time the audience arrives \_\_\_\_\_

Time performance starts \_\_\_\_\_ Time performance ends \_\_\_\_\_

Rehearsal dates & times \_\_\_\_\_

*(Note and PLEASE READ - Unless specifically reserved, rehearsal dates & times are on a space available basis, and subject to change. If you require scheduled rehearsals, be sure to arrange for them in your initial request for the space. Unless prearranged with the Technical Director, scenery, staging, and/or shells cannot be placed on stage prior to the day of your 1st rehearsal, and must be removed prior to 12:00 Noon the day after your last performance. The Technical Director reserves the right to require specific set up & removal times to meet scheduling requirements.)*

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The theatre has been previously reserved by \_\_\_\_\_  
(If previously reserved, you must obtain a release from the person listed above)

Release: \_\_\_\_\_ Date: \_\_\_\_\_

**In order to insure that you have the support required for your performance, you must talk to, and obtain the signatures of the following staff:**

Meshari Alnouri \_\_\_\_\_ Date \_\_\_\_\_  
(Facilities Supervisor, Room 47 Tyler Hall, 312-2987)

Judy McCabe \_\_\_\_\_ Date \_\_\_\_\_  
(Costume Shop Supervisor, Room 48 Tyler Hall, 312-2988)

Kelly Cullinan \_\_\_\_\_ Date \_\_\_\_\_  
(Box Office Coordinator, Tyler Box Office, 312-2141)

Jessica Hester \_\_\_\_\_ Date \_\_\_\_\_  
(Theatre Department Chairman, 105B Tyler Hall, 312- 1579)

cc: Sean Culligan, Technical Director, 312-2987 \_\_\_\_\_ Date \_\_\_\_\_  
cc: Cynthia Adam, University Chief of Police, Building #31, 312-5555 \_\_\_\_\_ Date \_\_\_\_\_  
cc: Rebecca Kempney, Custodians, Building #12, 312-3559 \_\_\_\_\_ Date \_\_\_\_\_  
cc: Tyler Building Custodians, 312-5613 \_\_\_\_\_ Date \_\_\_\_\_

**Payroll:** The hourly rate for student workers is \$11.50/hour. The Student Supervisor for each event will be paid \$12.50/hour. The size and make-up of the student crew will be agreed to prior to the event. The hours required for the event may include:

1. pre-event preparation
2. load in and rehearsals
3. performance
4. load out
5. stage restoration

(Please see reverse side)

**Box Office:** Groups will also be charged \$150 front of house fee to cover front of house expenses. Printed tickets are available if requested in advanced. A Theatre Department trained House Manager is required for all performances in Waterman Theatre. The hourly rate is \$11.50.

The Waterman Theatre is provided as an empty stage with house (audience) lighting. Any additional support must be scheduled prior to your event. Please check any items you might consider using and we will discuss its use for your production. It is important that you provide as much detail as you can in order for us to make certain that we can meet your performance needs.

\_\_\_\_\_ Stage Lighting: Please provide light plot one month prior to event. Stage lighting design can be provided by a Theatre Department student for a fee of \$250. General stage wash will be provided at no charge.

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\_\_\_\_\_ Sound/Microphones/Audio Playback: Please describe your event and audio needs:

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\_\_\_\_\_ Audiovisual (Projections): Please describe what you need for your event:

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\_\_\_\_\_ Dressing Rooms (available only around the Tuesday/Thursday morning class schedule)

\_\_\_\_\_ Green Room

\_\_\_\_\_ Quick Change Rooms (USL and USR)

\_\_\_\_\_ Laundry Facilities

\_\_\_\_\_ Use of the Loading Dock

\_\_\_\_\_ Stage Furniture (chairs, podium, tables, etc.)

\_\_\_\_\_ Stage Scenery (main house curtain, cyclorama, masking legs, scrim)

\_\_\_\_\_ Band Shells, Risers, Manufactured Platforms (These items must be moved in, set up, taken down and removed by the Tyler Hall custodians. The coordination for this must be pre-arranged with the Tyler Hall Technical Director.)

\_\_\_\_\_ Box Office (Ticket sales)

\_\_\_\_\_ Printed Tickets

\_\_\_\_\_ Audience Services (ushers, coat check, house management). NOTE: A Theatre Department trained House manager is required for all performances in Waterman Theatre. The hourly rate is \$11.50. Ushers are the responsibility of the organization. We can provide ushers if requested at \$11.50 per hour.

\_\_\_\_\_ Lab Theatre (please describe what you need this space for)

Please attach a sketch of the layout for the stage if possible or provide any additional notes that will help us understand how best to help you have a great event and experience in Waterman Theatre.

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Estimate:      Rental \_\_\_\_\_      Materials \_\_\_\_\_      Labor \_\_\_\_\_

I accept this estimate based on the described requirements.

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date