

# 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 Building Coordinator at (315) 312-2987 or 47 Tyler Hall. This form may be obtained through the Theatre Department Secretary at 105 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 # will be billed for technical support)

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

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

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

## Scheduling:

Date(s) of event: Opens (1st show) \_\_\_\_\_ Closes (Last Show) \_\_\_\_\_

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

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

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

*(Note - 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:

Johan Godwaldt: \_\_\_\_\_ Date: \_\_\_\_\_  
(Technical Director, Room 47 Tyler, Hall 312-2987)

Michael de Almeida: \_\_\_\_\_ Date: \_\_\_\_\_  
(Technical Coordinator, Room 47 Tyler Hall, 312-2138)

Judy McCabe: \_\_\_\_\_ Date: \_\_\_\_\_  
(Costume Shop Supervisor, Room 105 or 48 Tyler Hall, 312 2988)

Kelly Cullinan \_\_\_\_\_ Date: \_\_\_\_\_  
(Box Office Coordinator, Room 130A, 312 3097)

Mark Cole \_\_\_\_\_ Date: \_\_\_\_\_  
(Theatre Department Chairman, 105C Tyler Hall, 341 2140)

**Note:** There is usually a \$7.50 per person/hour fee for lighting & technical support for Waterman Theatre. During Summer rates are \$9.00 per person/hour. As of Jan 1, 2005 hourly rates will change to \$8.75 for the school year and \$10.50 for summer.

**(Please fill out the reverse side)**

Unless arrangements are made prior to your production, 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 can discuss its use for your production:

\_\_\_\_\_ Stage Lighting:

\_\_\_\_\_ Sound/Microphones/Audio Playback:

\_\_\_\_\_ Audiovisual Devices/ Special Effects:

\_\_\_\_\_ Dressing Rooms:

\_\_\_\_\_ Quick Change Rooms:

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

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

\_\_\_\_\_ Furniture (Chairs, Podium, Tables, etc.)

\_\_\_\_\_ Stage Scenery

\_\_\_\_\_ Band Shells, Risers, Manufactured Platforms (These items must be moved & set up, taken down & removed by scheduling with the Tyler Hall janitors.)

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

\_\_\_\_\_ Box Office: (Ticket Sales, Promotion & Marketing Support)

\_\_\_\_\_ Audience Services (Coat Check, House Management)

(NOTE: A Theatre Department trained House Manager is required for all performances in Waterman Theatre. Ushers are the responsibility of the organization).

\_\_\_\_\_ Lab Theatre:

General Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimate:**

Rental \_\_\_\_\_

Materials \_\_\_\_\_

Labor \_\_\_\_\_

I accept this estimate based on the described requirements.

\_\_\_\_\_  
(Signature of organization representative)

\_\_\_\_\_  
(Date)