



**REQUEST FOR USE  
CHRISTOPHER COHAN CENTER  
SAN LUIS OBISPO, CALIFORNIA**

<b>DAY(s) of WEEK</b>		<b>DATE(s) of EVENT</b>					
<b>EVENT/PERFORMANCE INFORMATION</b>							
<b>Name of Performance/Event</b>							
Additional Description of Event							
<b>Type of Event/Performance</b>							
<b>Performance:</b> <input type="checkbox"/> Dance <input type="checkbox"/> Stage <input type="checkbox"/> Choir <input type="checkbox"/> Musical <b>Special Event:</b> <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Banquet <input type="checkbox"/> Other:							
<b>Space to be Reserved</b> (If using Harman Hall, indicate if Pavilion will also be used)							
<input type="checkbox"/> Harman Hall <input type="checkbox"/> Pavilion <input type="checkbox"/> Philips Hall/ 006-124 <input type="checkbox"/> Main Lobby <input type="checkbox"/> Balcony ( <i>next to Founders Lounge</i> ) <input type="checkbox"/> Founders Lounge <input type="checkbox"/> Other location, please explain:							
<b>RESERVATION DATE(S) and TIME(S)</b>							
If more than four days, please complete page 5 or submit detailed schedule.							
----Reservation Date(s)----		-----Pre Event-----		-----Event-----		--Post Event--	
Reser- vation	Day of Week	Date (m/d/yr)	Set Up/Arrival	Set Up End	Event Begin	Event End	Clean Up/Load Out
<b>1</b>							
This is a: <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception							
<b>2</b>							
This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception							
<b>3</b>							
This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception							
<b>4</b>							
This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception							

**OFFICE USE ONLY:** Approval: \_\_\_\_\_

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

## SPONSOR INFORMATION

If event is co-sponsored, complete sponsor and co-sponsor information

Sponsoring Organization Name		Co-Sponsoring Organization Name	
Sponsoring Address		Co-Sponsoring Address	
Contact Name		Co-Sponsor Contact:	
Contact Phone		Co-Sponsor Phone	
Contact Fax #		Co-Sponsor Fax #	
Contact Email Address		Co-Sponsor Email Address	

	Campus Acct # or State/Foundation/ ASI #	Sponsor:	
		Co-Sponsor	
	Tax Id #	Sponsor:	
		Co-Sponsor	
	Non-Profit ID # <small>In order to receive not-for-profit rates, a copy of your determination must be provided with this request for use form</small>	Sponsor	
		Co-Sponsor	

### Additional Billing Contact Information:

If name of Individual designated to receive billing is different from above

Name		Phone	
Address		Email	

## FRONT OF HOUSE INFORMATION – Operations Manager – Nancy Cochran (805) 756-7234

### Intermission

*Cancellation of an intermission 48 hours prior to a performance will result in a \$100 cancellation fee*

No, there will not be an intermission
  Yes, there will be an intermission (standard 20 min)

Length of intermission:

### Product Merchandising

*A percentage of all revenue for merchandise sold must be assigned to the Center*

No, merchandise will not be sold
  Yes, merchandise will be sold

Merchandise Contact Name:

**TECHNICAL AND EQUIPMENT – Technical Coordinator – Eli Zabala – (805) 756-7245***All equipment needs for Harman Hall and the Pavilion must be advanced through the Technical Department.* Tables       Chairs       Podium       Grand Piano (\$100 charge) Capurso Grand Piano (\$300 charge)       Upright Piano       Peterson Organ Forbes Pipe Organ      Organist's Name \_\_\_\_\_

Organist's telephone # &amp; email address: \_\_\_\_\_

**Please explain any additional technical or equipment needs****Video taping with professional equipment may reduce the seating capacity of the Concert Hall, therefore it must be discussed with the Center's Managing Director****TICKETING SERVICES – Ticketing Services Manager – Terri Hopson – (805) 756-7235**

If admission will be charged for the event, complete the following.

Ticketing policies are available for review and a ticketing questionnaire must be returned to the Ticketing Services Manager at least three weeks prior to the on-sale date

Seating will be       General Admission       Reserved Seating

Event on sale date: \_\_\_\_\_

**STAGE CONFIGURATION (For Harman Hall)** NO Thrust -- 1,277 seats  
All seats on lifts 1 & 2 Partial Thrust – 1,200 seats  
Seats on lift 2/none on lift 1 Full Thrust – 1,081 seats  
no seats on lift 1 or lift 2**CATERING AND FOOD SERVICE REQUIREMENTS**To arrange for catering for the event, contact **Campus Catering at 756-1177***All food and beverage service must be provided by Campus Catering.*The event will require the following type of catering service(s):       Food       Beverage       None

Indicate the type of food or beverages that will be served

 Breakfast       Lunch       Dinner       Reception       Meals/Snacks for Performers**Receptions**

If event will have a reception for attendees, please complete the following.

The reception will be held in the following location

 Main Lobby       Balcony Lobby       Founders Lounge Pavilion       Other: (Please explain): \_\_\_\_\_

**Alcoholic Beverages**

Do you wish to have alcohol sold or served by Campus Catering at your event (beer, wine or champagne)?

Yes (Please answer the following that applies to your event)

Alcoholic beverages will be sold by concessions pre-event and at intermission (no cost to sponsor organization)

Alcoholic beverages will be served at invitation-only event which is closed to the public or will be part of the admission charged for the event. There will be no exchange of money or value (cash, tickets, donations, admission charge) involved in guests entering the event or obtaining alcoholic beverages.

No

**Youth Outreach for the Performing Arts Center (YOPAC) sponsorship:**

Groups staging events at the Cohan Center or Spanos Theatre, which meet the following criteria, may qualify for reduced fees. If your group wishes to apply for YOPAC sponsorship, please check the box that applies.

Student Matinee(s)

The audience for this matinee performance will consist only of young people 18 years of age and under, plus an appropriate number of teachers or chaperones. Tickets will not be sold to the general public. The ticket price to be charged for this performance will be \$10 or under.

Young Artists On Stage

The presenter of this event must be an area school or not-for-profit organization. The performers for this event will consist predominantly of young people 18 years of age and under, but may include a very limited number of adult performers serving as leads, tutors or teachers. The ticket price to be charged for this performance will be \$14 or under.

**Insurance**

Your organization will be required to provide proof of general liability insurance at the discretion of the Center.

**Cancellations**

Cancellations must be made in a timely manner or charges may be incurred.

After a review of this information, you will be provided with a License Agreement for use of the Cohan Center. You will be advised of the ESTIMATED charges for your event after the set-up and technical needs for your event have been determined.

Use of the Christopher Cohan Center CAN NOT be confirmed until the User's Agreement has been signed and returned to the Center, and the required deposit has been paid. Proper identification (current driver's license) of the signer of the deposit check may be required.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client's Name

Mail or fax completed RFU to:  
Performing Arts Center  
Attn: **Teresa Ganes**,  
1 Grand Ave.  
San Luis Obispo, CA 93407

Fax: (805)756-6088

**COMPLETE AND RETURN THIS PAGE ONLY  
IF RESERVATION IS MORE THAN 5 DAYS**

<b>RESERVATION DATE(S) and TIME(S)</b>							
If more than four days, please submit detailed schedule or submit page 5.							
----Reservation Date(s)----			-----Pre Event-----		-----Event-----		--Post Event--
Reservation	Day of Week	Date (mm/dd/yy)	Set Up/Arrival	Set Up End	Event Begin	Event End	Clean Up/Load Out
<b>1</b>							
	This is a: <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>2</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>3</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>4</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>5</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>6</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>7</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>8</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>9</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						
<b>10</b>							
	This is a <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance <input type="checkbox"/> Special Event/Reception						