

THEATRE USE & LICENSE APPLICATION

8/2008

Union County Performing Arts Center

1601 Irving Street
Rahway, NJ 07065

Administrative Offices: 732-499-0441
Box Office: 732-499-8226
Fax: 732-499-8227

Date Received by the Union County Performing Arts Center: ____/____/____

*Please complete, sign and return to the address listed above.
A confirmation will be e-mailed, or mailed to the address listed below.*

Date of Application:

Organization Information:

Organization Name:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

Contact Name:

Title/Position:

Organization Description: (Please Check One)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> For-Profit Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> 501(c)(3) Nonprofit Corporation | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Other (describe) _____ | |

Event Information:

Name of Event:

Type of Event: _____

Age Required for the Event:

Dates Requested for Rehearsal(s):

Dates Requested for Performance(s):

Opening Act? Yes No

If yes, Please Describe:

Intermission? Yes No

Theatre Space Request Details: <i>(anticipated spatial needs, ex: rehearsal(s) tech (s) etc...)</i>			
Date	Purpose	Time In	Time Out

Ticket Information:

Ticket Text:			
Ticket Prices	Seating Chart (1 or 2)	Discounts (If Any)	
Price A \$		Senior Citizen	\$
Price B \$		Students	\$
Price C \$		Groups (10 +)	\$
Price D \$		Other (describe)	\$
Marquee Text:			

Proposed Activities In Addition To Performance:

<input type="checkbox"/> Pre-Performance Reception	<input type="checkbox"/> Post-Performance Reception
<input type="checkbox"/> Merchandise Sales	<input type="checkbox"/> "Playbill" Distribution
<input type="checkbox"/> Poster / Banner Display	<input type="checkbox"/> Backstage Food Services
<input type="checkbox"/> Raffle	<input type="checkbox"/> Other (describe)

Submission of an application does not grant or imply an agreement to use the Union County Performing Arts Center. Only when a License Agreement has been fully executed is an agreement in place. Applicant Acknowledges that application will be reviewed and that additional information, documentation, or references may be required.

When and if this application is approved, Union County Performing Arts Center will hold the date(s) approved for up to fourteen (14) days, at which time if applicant has not confirmed the dates, the dates may automatically be released. If another party should inquire about dates before applicant confirms dates, applicant shall have forty-eight hours from such notification by Union County Performing Arts Center to confirm or release dates.

Applicants are required to provide three (3) references.

Theatre	Contact Person	Contact Information

Applicant Signature: _____ Date: ____/____/____

Name (Please Print): _____

Union County Performing Arts Center Use:

Approved (holding dates) Not Approved

Authorized by: _____ Date: ____/____/____

Additional Notes: