

## HAMMAN HALL RESERVATION REQUEST

ALL INFORMATION MUST BE COMPLETE FOR THIS REQUEST TO BE ACCEPTED

<b>NAME OF ORGANIZATION:</b> <b>EVENT TITLE:</b> <b>1<sup>st</sup> CHOICE OF DATE(S) OF EVENT:</b> <b>2<sup>nd</sup> CHOICE OF DATE OF EVENT:</b> <b>3<sup>rd</sup> CHOICE OF DATE OF EVENT:</b>	
<b>APPLICANT NAME:</b> _____ <b>PHONE:</b> _____ <b>FAX:</b> _____ <b>ADDRESS:</b> _____ <b>E-MAIL:</b> _____ <b>CITY:</b> _____ <b>STATE:</b> _____ <b>ZIP:</b> _____ <b>MS:</b> _____	
<b>RESERVATION STATUS:</b> (check one)  <input type="checkbox"/> Academic or Administrative Dept. <input type="checkbox"/> Student Organization <input type="checkbox"/> Co-Sponsorship -- Sponsor: _____ <input type="checkbox"/> Off-Campus Organization/and or Individual	<b>Type of Event:</b>  <input type="checkbox"/> Play <input type="checkbox"/> Dance Performance <input type="checkbox"/> Musical Performance <input type="checkbox"/> Conference/Lecture/Seminar <input type="checkbox"/> Meeting <input type="checkbox"/> Ceremony <input type="checkbox"/> Other  Describe event a fully as possible
<b>ADMISSION:</b> <input type="checkbox"/> Open to member or specific invitees only. <input type="checkbox"/> Free to all without any charge or Consideration <input type="checkbox"/> Fee of \$ _____ ( Free to Rice faculty Staff, and Students) <input type="checkbox"/> Fee of \$ _____ (Discount to Rice faculty, staff, and students with ID cards) <input type="checkbox"/> Fee \$ _____ to all persons for the purpose of  _____ _____ _____	
<b>ADDITIONAL PERSONNEL REQUIRED:</b>  <input type="checkbox"/> RUPD Officers (\$30.00 per hour minimum 4 hours) <input type="checkbox"/> Ushers ( \$26.00 per hour) <input type="checkbox"/> Additional Technicians/Stagehands (\$26.00)	<b>SPECIAL SET-UP INSTRUCTIONS:</b> Please note that Hamman Hall operating hours are 8:00 a.m. – 12:00 midnight.  Load in start time:  Performance time:  Load out end time:  Describe how you would like the stage, and lobbies set up. Will you be using scenery, bringing in band equipment, renting a piano, etc.
Equipment Needed: From the following list of available equipment please indicated what you will need for your event. Please note, we do not have AV equipment available.  <input type="checkbox"/> NOTHING NEEDED <input type="checkbox"/> Tables # _____ (we have 6 folding table) <input type="checkbox"/> Chairs # _____ (we have approximately 12 folding chairs) <input type="checkbox"/> Podium <input type="checkbox"/> Microphones # _____ <input type="checkbox"/> Wireless Microphones # _____ (2 handheld) <input type="checkbox"/> Cyclorama/Scrim <input type="checkbox"/> Projector Screen <input type="checkbox"/> Headsets (we have six available) <input type="checkbox"/> Additional Lighting Instruments (please contact office for list) <input type="checkbox"/> Boom lighting stands <input type="checkbox"/> Ground Plan of stage (1/4" scale) <input type="checkbox"/> Stage Section (1/4" scale) <input type="checkbox"/> Repertory Light Plot (1/4" scale) <input type="checkbox"/> Parking Vouchers # _____	

Send completed form to: [hamman@rice.edu](mailto:hamman@rice.edu), or fax to 713-348-4609, or mail to Rice University, Hamman Hall Facilities Administrator – MS 115, P.O. Box 1897, Houston, Texas 77251-1897.