



APPLICATION FOR USE OF THEATRE

Date of Application: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Full name of Organization: \_\_\_\_\_

Name of Contact Person & Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Date(s): \_\_\_\_\_

\*Pre-Event: \_\_\_\_\_

\*Time you would like to start to prepare for your event

\*Post-Event: \_\_\_\_\_

\*Time you expect to be done breaking down your event

Event Starts: \_\_\_\_\_

Event Ends: \_\_\_\_\_

Ammerman Campus Request: Shea Theate (427 Seats) \_\_\_\_\_ Shea Theatre Hallway \_\_\_\_\_
(Selden) Dressing Rooms \_\_\_\_\_ Theatre 119 (74 seats) \_\_\_\_\_
Green Room \_\_\_\_\_ Lecture Hall 117 (76 seats) \_\_\_\_\_

Grant Campus Request: Van Nostrand Theatre (450 seats) \_\_\_\_\_ Mezzanine Only (98 seats) \_\_\_\_\_
(Brentwood) Sagtikos Lobby \_\_\_\_\_ Orchestra only (265 seats) \_\_\_\_\_ Dressing Rooms \_\_\_\_\_

Eastern Campus Request: Please be advised, there is no theatre on the Eastern Campus, for assembly
(Riverhead) space please call 631-548-2522.

Speaker/Presenter Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated number of attendees per day: \_\_\_\_\_

Will a fee be charged to attendees: \_\_\_\_\_ If yes, amount: \$ \_\_\_\_\_

Who are the primary attendees, \_\_\_ the public; \_\_\_ current SCCC students; \_\_\_ other.
If other, identify \_\_\_\_\_

Will a fee be charged to vendors/exhibitors: \_\_\_\_\_ If yes, amount: \$ \_\_\_\_\_

Provide a brief description of event:  Performance  Meeting  Movie  Rehearsal  Lecture

---



---



---

TECHNICAL NEEDS	
LIGHTING:	<input type="checkbox"/> General Area <input type="checkbox"/> General Rehearsal Lights <input type="checkbox"/> Follow Spots <input type="checkbox"/> Specific Lighting Cues (will need to meet at least one week prior to event)
MICROPHONES:	<p style="text-align: center;"><b>Please include <u>number</u> of microphones needed for each selection:</b></p> <input type="checkbox"/> Wired # _____ <input type="checkbox"/> Wireless Handheld # _____ <input type="checkbox"/> Wireless Lavalier # _____ <input type="checkbox"/> Mics on stage # _____ <input type="checkbox"/> Mics in audience # _____
PLAYBACK:	<input type="checkbox"/> iPod/Smartphone <input type="checkbox"/> Laptop <input type="checkbox"/> CD <input type="checkbox"/> Onstage Monitor Speakers <input type="checkbox"/> Played from stage by organization <input type="checkbox"/> Played from booth by theatre personnel
VIDEO:	<input type="checkbox"/> DVD <input type="checkbox"/> VCR
POWERPOINT:	<input type="checkbox"/> Theatre Laptop <input type="checkbox"/> Laptop provided by user MAC or PC ? <input type="checkbox"/> Remote/Laser Pointer <input type="checkbox"/> Tablet <input type="checkbox"/> Smartphone
MISCELLANEOUS:	<input type="checkbox"/> Metal Chairs for stage # _____ <input type="checkbox"/> VIP chairs for stage # _____ <input type="checkbox"/> Lectern <input type="checkbox"/> Tables for stage # _____ <input type="checkbox"/> Music Stands # _____ <input type="checkbox"/> Grand Piano <input type="checkbox"/> Upright Piano <input type="checkbox"/> Projector & Screen

Please list what special equipment you will require: \_\_\_\_\_

---

Describe any special set-up arrangements: \_\_\_\_\_

---

Please note: **DOVER CATERERS** is the exclusive provider of food services for events held on the Ammerman or Michael J. Grant campuses – snack bar or catered events (i.e.: breakfast, lunch, coffee break...). Their phone number is (516) 933-4444.

For events held on the Eastern Campus, including the Culinary Arts Facility, please contact (631) 548-2535

**PAYMENT OF FEES:**

\_\_\_\_\_ (ORGANIZATION) agrees to accept responsibility for the payment of fees indicated on the enclosed schedule and for any other charges resulting from the organization’s use of College facilities. The organization also agrees to promptly pay for any loss of damage to College property arising out of or as a result of the organization’s use of facility Use Policy.

\_\_\_\_\_ (ORGANIZATION) further agrees to abide by the attached Regulations Governing the Use of College Facilities by Off-Campus Organizations and the College Facilities Use Policy.

**INSURANCE and INDEMNIFICATION:**

- A certificate of insurance naming both Suffolk County and Suffolk Community College as additional insured may be required. Such certificate is to certify that a policy of insurance issued to the insured organization contains comprehensive general liability coverage in the amount of \$2 million (per occurrence) for the period of the proposed event.
- The organization shall indemnify and hold harmless the County and their College, their consultants, employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys’ fees, arising out of the organization’s use of the College facilities or out of the acts or omissions or negligence of the organization, its agents, employees or sub consultants in connection with the organization’s use of the College facilities.

**APPROVAL:**

You may not commit your organization to any expenditure, prepare or send invitations or make any public announcements of the proposed event until you have received a confirmation that your application has been approved.

*I show by my signature that I understand the terms of this agreement. I am an authorized representative of the above mentioned organization.*

Applicant’s Signature: \_\_\_\_\_  
Date

***Please return this*** form to the Special Events office at the Sports and Exhibition Complex, Room MC106, SCCC-Grant Campus, Crooked Hill Road, Brentwood, NY 11717.

Approved by Manager of Facility: \_\_\_\_\_  
Date

**\*\*Please note:**

- Theatre personnel are not responsible for theatre lobby set up.
- All walk-through dates must be scheduled a minimum of two weeks prior to your event.
- Banners must be provided a minimum of two days prior to your event.
- The Theatre laptop is available for use free of charge. If you need additional internet access it is available for a \$125 fee and must be requested 2 weeks prior.
- Items may not be hung on theatre walls or curtains.

As you prepare your event, please do not hesitate to contact the Theatre Office for assistance at Ammerman (631) 451-4163 or Grant (631) 851-6364