



# MEYDENBAUER CENTER THEATRE

# Permit Application

### CONTRACT INFORMATION

Licensee Name: \_\_\_\_\_

(Name of Company, Corporation, Organization or Individual)

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Street

City

State

Zip

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Is Your Organization : 501-C-3 Non-Profit

Private / Commercial

If Non-Profit, UBI Number: \_\_\_\_\_ Please attach IRS Determination letter.

### EVENT INFORMATION

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

Type: (theatre, dance, concert) \_\_\_\_\_

Description: \_\_\_\_\_

Is the event Private or Invitation Only

Open to the Public (ticketed)

Open to the Public (free of charge)

For Internal Use	
<i>Estimated:</i>	
Rent \$	_____
Labor \$	_____
Equipment \$	_____
Total Revenue: \$	_____

### 1st Choice Requested Dates

Rehearsal/Load In: \_\_\_\_\_

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

Performance Time(s): \_\_\_\_\_

### 2nd choice Requested Dates

Rehearsal/Load In: \_\_\_\_\_

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

Performance Time(s): \_\_\_\_\_

Anticipated dark days (if applicable) \_\_\_\_\_

### VENUE REFERENCES

1) Facility Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name or type of event produced: \_\_\_\_\_ Date(s): \_\_\_\_\_

2) Facility Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name or type of event produced: \_\_\_\_\_ Date(s): \_\_\_\_\_

**CREDIT INFORMATION**

**1. Bank References**

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: ( ) \_\_\_\_\_

Account Name: \_\_\_\_\_

Years with Bank: \_\_\_\_\_ Years this Account has been open: \_\_\_\_\_

**4. Trade References/Vendors**

1) Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Acct #: \_\_\_\_\_

2) Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Acct #: \_\_\_\_\_

\_\_\_\_\_  
Signature / Title Print name Date

The above information must be provided in full and verified before a license agreement can be initiated. It is understood that Meydenbauer Center may or may not grant approval of the request set forth above. Applicant hereby represents that he/she has made a full and complete disclosure of all information which might be pertinent to the consideration of this presenter application and that all of the statements and information are true and correct.

**Returning the Form:** After completing the form please email it back to the Theatre Services Manager.

**FOR INTERNAL USE ONLY**  
Venue Check By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Event ID: \_\_\_\_\_  
**Dun & Bradstreet Report(s) on file dated:**  
Notes on Report  
Risk category: \_\_\_\_\_ Type of business: \_\_\_\_\_  
Payment currently: \_\_\_\_\_ Years in business: \_\_\_\_\_  
Pmts 3 months ago: \_\_\_\_\_ Employees total: \_\_\_\_\_