

The Washington Center for the Performing Arts

512 Washington St SE • Olympia WA 98501

(360) 753-8585 FAX: (360) 754-1177 www.washingtoncenter.org

Commercial/Non-Profit Event Information Form

Please keep in mind that the information you provide on this form gives us what we need to prepare a contract. As we get closer to your event, we will schedule a production meeting to coordinate the remaining aspects of your event. For more information please contact Janet Freeman.

(360) 753-8585 or email jfreeman@washingtoncenter.org

Organization: _____

Contact Name and Title: _____

Address: _____

Day Phone: _____ Alternate/Cell Phone: _____

Fax Number: _____ E-mail Address: _____

Name, Title, Address & Phone Number for person signing the contract & final settlement:

What space in the Center are you renting? Main Stage (Stage I) Black Box (Stage II) Both

Organization Tax I.D. or Individual Social Security Number: _____

Are you an IRS-determined non-profit organization/government/public school?

_____ (If you are a 501(c)(3), we will need a copy of your determination letter.)

You are required to carry liability insurance for this event. Please provide a copy of your policy, naming The Washington Center as additional insured at least five days prior to your event.

Are you paying royalties for this event? Yes _____ No _____ Do you have contracts with ASCAP? _____ or BMI? _____ (We will need copies of any royalty or license agreements for this event.)

Event Information

Event Title: _____

Rental Date(s) - inclusive of all dates: _____

List performance dates and times. One performance per line.

Day

Date

Time

Event Description

Please provide enough information for use on our website and for Box Office Inquiries.

****PLEASE NOTE: Your event will be posted on our website calendar and will rotate on the home page as the date gets closer. We will add images to enhance your event description. It is your responsibility to provide these images and event description. Please send images as JPGs to info@washingtoncenter.org.

Box Office Information

A \$3.00 service fee will be added to the cost of each ticket. Please list prices without that fee added as this is how we list prices on the web and in promotional pieces. With this information we will build a Ticketing Addendum for you to fill out and sign. The Ticket Addendum will be mailed with your contract and must be returned to us before the Box Office will begin ticketing. Tickets will go on sale once the event is fully contracted and the deposit received.

TICKET PRICES:

Reserved Seating:

Adult: A: _____ B: _____ C: _____ Student A: _____ B: _____ C: _____

Senior: A: _____ B: _____ C: _____ Group Discounts: _____

Other special rates: _____ General Admission (requires advance approval) _____

Front of House Information

Start Time of your event:_____End time:_____ Intermission? Yes___No___ Length_____

Dress Rehearsal? Yes___No ___ If yes, when:_____Rehearsal audience?_____

Will you be selling merchandise? Yes___ No___ If yes, what? _____

Are you planning a Pre- or post- show reception or event? Yes

No_____

(All catering must be arranged with one or more of The Washington Center's approved caterers. A list of approved caterers will be provided upon request.)

Do you want alcohol to be sold at your event as part of our concessions operation? Yes___No_____

Will we be providing ushers for you? Yes_____ No _____

(If no, you must have your ushers attend a WCPA usher training. Please call us for the schedule.)

Additional Information

Will you be renting the Steinway grand piano?___Kimball grand piano?___ Wurlitzer organ ?_____.

(Additional charges apply).

Do you want to rent the digital projector? (Stage I only) Yes_____No_____

Is there anything else we need to know about your event such as unusual needs or video taping and or equipment, etc?
