

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 x101 or email jfreeman@washingtoncenter.org

Organization: _____

Contact Name and Title: _____

Address: _____

Day Phone: _____ Alternate/Cell Phone: _____

E-mail Address: _____

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

What space are you renting? WCPA Main Stage (Stage I) WCPA Black Box (Stage II) Both

KJM Main Stage KJM Black Box Both

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

You are required to carry liability insurance for this event. Please provide a copy of your policy, naming The Washington Center/SPSCC as the 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)

Include of all rental days: _____

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 \$4.00/ticket service fee for NPOs and a \$5.00/ticket service fee for Commercial Rentals 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.)

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 WCPA Steinway grand piano? _____ WCPA Kimball grand piano? _____ WCPA Wurlitzer organ ? _____ KJM Steinway grand piano? _____ KJM Kawai Grand Piano? _____ (Additional charges apply).

Do you want to rent the digital projector? (WCPA 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? Please use back of page for additional event information.

