

**SOUTH MILWAUKEE PERFORMING ARTS CENTER  
APPLICATION FOR USE**

Organization Sponsoring Event: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Estimated Attendance (786 Seats Maximum): \_\_\_\_\_

Event Day Setup Time	Open Lobby	Open House	Program Start	Estimated Program End
a.m. p.m. (Time scheduled before event)	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.
Do you need to use the facility for rehearsal?  YES      NO			Rehearsal Dates/Times:	
Are you charging an admission fee?  YES      NO			If yes, what will the charge per seat be?  \$ _____	
Are you requesting a good will offering from the audience?  YES      NO				

Options with additional charge (please check):

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Removal/Installation of Orchestra Pit Cover (as per fee schedule)</li> <li><input type="checkbox"/> Grand Piano (as per fee schedule) (plus tuning charges)</li> <li><input type="checkbox"/> Wired Microphone (as per fee schedule) Quantity: _____</li> <li><input type="checkbox"/> Podium (as per fee schedule)</li> <li><input type="checkbox"/> Platform Risers (as per fee schedule) Quantity: _____</li> <li><input type="checkbox"/> Dance Floor (\$200)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Removal/Installation of Orchestra Shell (as per fee schedule)</li> <li><input type="checkbox"/> Digital/Upright Piano (as per fee schedule) (plus tuning charges)</li> <li><input type="checkbox"/> Wireless Microphone (as per fee schedule) Quantity: _____</li> <li><input type="checkbox"/> Choral Risers (as per fee schedule) Quantity: _____</li> <li><input type="checkbox"/> Music Stand Lights (as per fee schedule) Quantity: _____</li> <li><input type="checkbox"/> Individual AV Equipment (\$10 per item)</li> </ul> <p>What do you need?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> VCR/DVD Player</li> <li><input type="checkbox"/> Computer (pc/mac) input</li> <li><input type="checkbox"/> Cable Television</li> <li><input type="checkbox"/> Video Projector</li> <li><input type="checkbox"/> Video Screen</li> <li><input type="checkbox"/> Other _____</li> </ul> |
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**Any special technical requirements (including advance set-up) may require crew calls and additional technical charges.**

\*When a technician is required for set up, performance, and/or strike, user pays hourly labor charge (\$25/hour). Any outside technician must be pre-approved by PAC Director. If they are not approved, renter will be charged for PAC Technician.

**NOTE: If you have a document that describes your technical requirements, please attach it to this form.**

**What furniture and how many of each do you require?**

Chairs\_\_\_\_\_ Music Stands\_\_\_\_\_ Coat Racks\_\_\_\_\_

Tables\_\_\_\_\_ Other\_\_\_\_\_

**Are there any other items that you need that were not addressed:** \_\_\_\_\_Yes \_\_\_\_\_No  
If yes, explain:\_\_\_\_\_

**\*All special effects must be pre-approved by PAC Director. If approval is not granted or if you did not seek approval to use special effects, special effects may not be used in your performance.**

**Do you need:**

- Box Office Facility
- Cafeteria/Refreshment Areas
- Staff Dining Room
- Follow Spot Lights
- Studio Rooms
- Class Rooms
- Dressing Rooms
- Music Rooms – How many?\_\_\_\_\_
- Other

**Do you plan to broadcast, telecast or record this performance?**  Yes  No

**While utilizing SDSM parking lots, do you plan to assess a parking fee/charge?**  Yes  No  
If yes, explain:\_\_\_\_\_

**Would you like the PAC to organize ushers, docents and ticket sellers?**  Yes  No

**Would you like the PAC to handle ticket sales?**  Yes  No  
(\$200 plus 5% per credit card charge – patron contact information can be made available to you)

**If you are selling your own tickets, what number can people call to purchase tickets?**  
\_\_\_\_\_

**Would you like the South Milwaukee High School Food Service Dept. or High School FCE students to cater your event?**  Yes  No

Please describe your event so we may include it in our publications. Attach additional sheets if necessary. If you have artwork or logos available, please email them to the PAC Director for use on our website, sign and in publications.

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Contact Person(s):

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

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

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

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

City/St/Zip: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone w/ area code: \_\_\_\_\_

Phone w/ area code: \_\_\_\_\_

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

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

The School District of South Milwaukee (SDSM) will hold a date for 30 days from the date of initial inquiry, after which the date will be released unless a completed application has been received. If the Application for Use is approved, the user organization will receive a short term Use Agreement with the estimated rental charges and a bill for deposit.

Complete this application and return to: SMPAC Director, 901 15<sup>th</sup> Ave., South Milwaukee, WI 53172

Questions may be directed to: PAC Director, 414-766-5048

PAC Director  Approved

Denied