



Luella Bennack Music Center

VENUE REQUEST FORM

For question about this form, please contact the Music Venue Manager at (210)829-3855 or music@uiwtx.edu

Organization Information

Organization

Contact Name

Phone Number

Mailing Address

E-mail Address

Please select all that apply to you and your organization: Non-Profit Private Studio UIW Dept. of Music Alumni
(only select if applicable)

Event Information *(If this event includes a performance, please fill out part II of the venue request form)*

Type of Event:

Concert

Recital

Rehearsal

Other: _____

Facilities Requested:

Bennack Concert Hall

Seddon Recital Hall

Choir Room

Band Hall

Other: _____

This Event is:

Open to the public

Private

Anticipated Attendance

Is this event ticketed?

Yes*

No

Will there be a reception? Yes* No

*More information will be requested. The LBMC does not have a ticketing system available.

*Receptions are only permitted after a performance or as a stand alone event.

Event Date

Event Start Time:

Window of Reservation

From:

To:

Event Details (please provide more information about this event):

Please continue with Part II (if applicable) and Part III on the second page. >>

For Venue Manager s Use Only

Received: _____

Contract & Invoice Sent _____

Event Confirmed _____

Paid In Full/ Insurance Received _____

Notes:

PART II: Performance Information

Ensemble Size/ Number of Performers: Type: Student Professional Community

Type of Instruments in the Performance: String Brass Piano Voice Percussion

(select all that apply)

Other:

PART III: Resources

Please select the resources requested for your event. Please be aware that resources are not guaranteed unless they are listed on your event information sheet that is provided once an event is approved.

Onstage: Chairs (Max. 65) Music Stands (Max. 70)

For Lobby Area: 6' Rectangular Table (Max. 4) Chairs (Max. 12)

Resources for Bennack Concert Hall (if applicable)

Wired Microphone* (Max. 4) Conductor Podium & Stand Speaker/Presenter Podium

**Only one microphone is available with an on/off switch. Maximum of three microphone stands available.*

BCH's sound system is located in a closet space behind the stand. Microphones must be pre-set and are not able to be muted.

Resources for Seddon Recital Hall (if applicable)

Speaker Podium Piano Moved to corner (the piano remains onstage regardless of use.)

Instrument Request (Approval from Department Chair is required. Additional fees will apply)

Steinway Grand D (BCH) Steinway Grand B (SRH) Percussion (please provide list of instruments requested)

If approved for use of piano. I request a tuning for the additional \$300.00 Yes No

Resources for Presentations/Speakers (dependent on availability from Media Center)

Projector & Screen Speaker System 1 Microphone & Stand Laptop (Dell only) Hand clicker/remote

Special Requests for Resources:

End of Venue Request Form

Please submit completed forms to the Music Venue Manager at music@uiwtx.edu.

Additional information may be requested before a rental quote can be provided. Submission of form does not guarantee reservation. All events must be approved by the Department Chair.