Arthur Zankel Music Center
Rental Request Form

Organization (Presenter) Name:__________________________________________
  o For Profit
  o Non Profit please supply certificate
  o Federal Identification Number ________________________________
Address:________________________________________________________________________
City: ________________________________ State: ______ Zip: ______
Contact Name ________________________________ Title: __________________________
Phone #: ________________________________ E-mail address: __________________________
Name and title of person signing contract (if different) ____________________________

List any Skidmore College Department, faculty member, or students associated with your event: ______
________________________________________________________________________

Event Information

Event Name:________________________________________
Date(s) Requested:____________________________________
Event Start Time: __________________________ End Time: __________________________
Brief Description of Event: ______________________________________________________

Estimated Attendance:________________________
Will you be using the Zankel Ticketing System or your own:________________________
Estimated Ticket Price:________________________

Which space(s) are you interested in reserving? (Check all that apply):
  o Beckerman     o Thomas Amphitheater
  o Helen Filene Ladd Concert Hall  o Zankel Conference Room
  o ELM- Room 117  o Zankel Green Room
  o Lobby
If you require practice room(s) for your event, how many:________________________

What type of event are you planning?
  o Concert     o Reception
  o Class     o Other
  o Lecture/ Guest Speaker
  o Performance (non-musical) If you chose “other”, please describe your event above in detail.
  o Rehearsal

Please describe any special setup or arrangements you may need: i.e. chairs, music stands, tables, AV needs, etc. __________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Venue References
Name of Venue: __________________________________________
Date of Last Performance: ________________________________
Contact Person: ________________________________________
Phone or email: _________________________________________

Name of Venue: ________________________________________
Date of Last Performance: ________________________________
Contact Person: ________________________________________
Phone or email: _________________________________________

Schedule
Load-In Time: __________________________________________
Technical and Artistic rehearsal Time: _______________________
Performance Time: ______________________________________
Load-Out Time: _________________________________________

Please attach any additional information pertinent to your event, including audio or video recordings, photographs, reviews, etc.

It is hereby agreed to by the person/organization (Presenter) requesting the use of the Arthur Zankel Music Center that no information or publicity of any nature relating to the proposed event may be announced or released in any manner until a standard license agreement is executed by Arthur Zankel Music Center at Skidmore College and the Presenter and the required deposit has been paid. A Certificate of Liability Insurance will be required for any License Agreement at Skidmore College.

Furthermore, the Presenter hereby represents that a full, accurate, and complete disclosure of all information has been made and that the above statements and information are true and accurate.

Prepared and agreed by:
Signature: ____________________________________________
Name and Title: _________________________________________
Date: __________________

Please return this request and all supporting materials to:
Shelley Curran, Concerts and Events Manager,
Skidmore College, 815 N. Broadway, Saratoga Springs NY 12866.
Email: mcurran@skidmore.edu   (518) 580-8381 office (518) 580-5340 fax

Submittal of this request form is not a guarantee that you have been confirmed for your event.