



# Application for Howard Brubeck Educational Theatre

## Palomar Community College District

### FINANCE AND ADMINISTRATIVE SERVICES

1140 West Mission Road, San Marcos, CA 92069-1487

Phone: (760) 744-1150 Extension 3450

Fax: (760) 761-3562

Email (questions only): [EventsScheduler@palomar.edu](mailto:EventsScheduler@palomar.edu)

### ADMINISTRATIVE OFFICE USE ONLY

Received By: \_\_\_\_\_

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

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

MS Calendar: \_\_\_\_\_

**PLEASE PRINT OR TYPE CLEARLY, SIGN, DATE AND RETURN TO FINANCE AND ADMINISTRATIVE SERVICES:**

Name: \_\_\_\_\_ Description of Activity/Event: \_\_\_\_\_

Organization or Department: \_\_\_\_\_  Profit  Non-Profit

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**1) PERFORMANCE DATES/TIMES:**

**2) REHEARSAL DATES/TIMES (if needed):**

DATE OF EVENT (day and date)	HOURS NEEDED	ACTUAL TIMES OF EVENT	DATE OF EVENT (day and date)	HOURS NEEDED
1st Request:	<input type="checkbox"/> am <input type="checkbox"/> am <input type="checkbox"/> pm to <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> am <input type="checkbox"/> pm to <input type="checkbox"/> pm	1st Request:	
2nd Request or Alternative #1:	<input type="checkbox"/> am <input type="checkbox"/> am <input type="checkbox"/> pm to <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> am <input type="checkbox"/> pm to <input type="checkbox"/> pm	2nd Request or Alternative #1:	
3rd Request or Alternative #2:	<input type="checkbox"/> am <input type="checkbox"/> am <input type="checkbox"/> pm to <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> am <input type="checkbox"/> pm to <input type="checkbox"/> pm	3rd Request or Alternative #2:	

**3) NUMBER OF EXPECTED ATTENDEES:** \_\_\_\_\_

**4) AREA(S) REQUESTED:**

- AUDITORIUM  
 BOX OFFICE\*:  General Admission/Qty: \_\_\_\_\_  Reserved Seats\*/Qty: \_\_\_\_\_

**5) EQUIPMENT/SERVICE(S) REQUESTED:**

- LIGHTING:  General Wash  Followspots  Other: \_\_\_\_\_  
 SCENERY:  Special Hang (contact Pat Larmer/Performing Arts x2455) \_\_\_\_\_  
 AUDIO:  
 Playback:  CD  MP3  
 Microphones:  Handheld/Qty: \_\_\_\_\_  Lavalier/Qty: \_\_\_\_\_  
 Recording  
 DATA PROJECTOR:  PowerPoint(only)  DVD  VHS  Audio Out

**6) SPECIAL NEEDS:**

- Tables: \_\_\_\_\_  Chairs: \_\_\_\_\_  Podium (lectern): \_\_\_\_\_  Risers: \_\_\_\_\_  Other: \_\_\_\_\_

\*Application may incur extra fees for use. Chairs, tables and other miscellaneous items must be requested in advance through the "Application for Use of District Facilities". A fee assessment will be included on the application for the setup/breakdown of event.

**7) PALOMAR COLLEGE DEPARTMENTS: Please provide your fund/charge account number (required):**

Account	Fund	Organization	Program	Class	Year	Project/Grant

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THEATRE USE ONLY

- \* Box Office: \$ \_\_\_\_\_  
 Facility: \$ \_\_\_\_\_  
 \* Material Fees: \$ \_\_\_\_\_  
 Personnel Charges: \$ \_\_\_\_\_

Total Estimated: \$ \_\_\_\_\_

(Fiscal Services will bill applicant upon completion of event.)

Signature, Manager Theatre Production \_\_\_\_\_

Date \_\_\_\_\_