

# DOUGHERTY ARTS CENTER

## 2019 Theater Reservation Request Packet

1110 Barton Springs Rd Austin, TX 78704  
(512)974-4000

[www.austintexas.gov/dacrentals](http://www.austintexas.gov/dacrentals)  
[DACTheater@austintexas.gov](mailto:DACTheater@austintexas.gov)



### Directions:

1. Download and save this form to your device before you begin to complete it.
2. Please give as much information as you are able. The more information you provide, the better we will be able to accommodate your requests.
3. Having 2nd and 3<sup>rd</sup> choice dates increases your chances of your request being approved. If you only list one set of dates, and those dates are unavailable, your request will be denied.
4. Be sure to save your work before submitting via email to [DACTheater@austintexas.gov](mailto:DACTheater@austintexas.gov)
5. Your reservation request will be time stamped and processed in the order it was received. Please allow up to 48 hours for confirmation of your request.
6. If you are experiencing technical issues with the PDF form, please contact us. We want to assist you and can provide a word document version.
7. Only one reservation per request form.
- 8. This form is a reservation request and does not confirm or guarantee a reservation.**

## **APPLICANT:**

Title of Production:

Name of Artist(s) / Arts Organization:

Contact Person:

Mailing Address:

City:

State:

Zip:

Phone Number:

Email:

Web Address:

Alternate Contact Person:

Phone Number:

Email:

Give a brief description of the production:

## **Target Audience**

What ages is your production appropriate for? (please check all that apply)

Adults  Youth  Families (all ages)

Is this a bi-lingual production? Yes  No

If yes, please list the primary and secondary languages spoken:

## **Cast and Crew**

Number of adult performers:

Number of youth (under 18) performers:

Number of staff/crew:

## Scenery, Special Lighting and Effects, Sound Reinforcement

Will the event require scenery? Yes  No

If yes, please give a brief description of the scenery:

Will the event require special lighting? Yes  No

If yes, please give a brief description of the special lighting:

Will the event require special effects? Yes  No

If yes, please give a brief description of the special effects:

Will the event require special sound equipment? Yes  No

If yes, brief description of the special sound equipment:

## Alcohol and Concessions

Alcohol: A request to sell or serve alcohol to the general public at a City Event or Rental Event will require approval from the Parks and Recreation Department (PARC) Director. The RENTER must provide proof of insurance and must submit the required form stating the **Renter** understands and accepts PARC procedural processes and policies. A RENTER is required to purchase insurance when alcohol is to be consumed or sold at their Event, and the insurance must meet City approval. The City reserves the right to increase coverage depending on the type of event or past history of use.

Will your organization be selling or distributing alcohol? Yes  No

If yes, brief description of the alcohol consumption plan:

Concessions: A request to operate a concession stand must receive approval before Renter is allowed to Operate a concession stand. The operation of this stand would be subject to current PARD and City of Austin policies and procedures.

Will your organization be operating a concession stand? Yes  No

If yes, please give a brief description of the concession stand operation:

#### Vending

Renters are allowed one table in the gallery to operate as a vending table during the event. **Vendors are Prohibited from selling merchandise in the community rooms.**

Will your organization be operating vendor's table? Yes  No

If yes, please give a brief description of the vending operation:

**Proposed Use Dates and Times: FIRST CHOICE**

**Move-in:** (Indicate AM or PM)

Dates: Time: From To:

**Rehearsals:**

Dates: Time: From To:

Dates: Time: From To:

Dates: Time: From To:

Dates: Time: From To:

**Performances:**

How long is the performance?

List all time needed prior to the performance and after the performance (Indicate AM or PM)

Dates: Time: From To: Performance begins @

Dates: Time: From To: Performance begins @

Dates: Time: From To: Performance begins @

Dates: Time: From To: Performance begins @

Dates: Time: From To: Performance begins @

Dates: Time: From To: Performance begins @

**Move-out:**

Dates: Time: From To:

**Proposed Use Dates and Times: SECOND CHOICE**

**Move-in:** (Indicate AM or PM)

Dates: Time: From To:

**Rehearsals:**

Dates: Time: From To:

Dates: Time: From To:

Dates: Time: From To:

**Performances:**

How long is the performance?

List all time needed prior to the performance and after the performance: (Indicate AM or PM)

Dates:                      Time: From                      To:                      Performance begins @

Dates:                      Time: From                      To:                      Performance begins @

Dates:                      Time: From                      To:                      Performance begins @

Dates:                      Time: From                      To:                      Performance begins @

Dates:                      Time: From                      To:                      Performance begins @

Dates:                      Time: From                      To:                      Performance begins @

**Move-out:**

Dates:                      Time: From                      To:

**Proposed Use Dates and Times: THIRD CHOICE**

**Move-in:** (Indicate AM or PM)

Dates:                      Time: From                      To:

**Rehearsals:**

Dates:                      Time: From                      To:

Dates:                      Time: From                      To:

Dates:                      Time: From                      To:

Dates:                      Time: From                      To:

**Performances:**

How long is the performance?

List all time needed prior to the performance and after the performance: (Indicate AM or PM)

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Dates:                      Time: From                      To:                      Performance begins @

Dates:                      Time: From                      To:                      Performance begins @

Dates:                      Time: From                      To:                      Performance begins @

**Move-out:**

Dates:                      Time: From                      To

**REQUESTOR SIGNATURE**

\_\_\_\_\_

Requestor

\_\_\_\_\_

Date