



## Hamilton Fine Arts Center Performance Information

Welcome back!

We are absolutely delighted to have you return to our venue! The following information will help us prepare for your upcoming show. Please circle the answers and return within 15 days of your event:

✓ **Are your dates and times listed correctly on our [building schedule](#)?**

Please assure your event is correctly posted on the HFAC rental calendar at [www.HamiltonFineArtsCenter.com/rental](http://www.HamiltonFineArtsCenter.com/rental). Final schedules will be confirmed no less than five business days prior to load-in. The building is unlocked at the time you request your set up or rehearsal to begin. Rental is billed on an hourly basis (to the nearest quarter hour) beginning at the scheduled time or when the first person enters the building, whichever occurs first. Rental concludes when the last person has left the building.

Yes. No. Please change: \_\_\_\_\_

✓ **Do you want performer and parent access to the theatre during your rehearsal (circle one)?**

**A:** Lobby and Stage, only (no access to the theatre seating area, including dancers and parents)

*Includes access to the lobby, stage (via access hallways) and backstage dressing rooms. Does not include theatre.*

Monday through Thursday	\$112.50 per hour
Friday through Sunday	\$137.50 per hour
Events after 10 p.m.	\$206.25 per hour

**B:** Full Theatre Access

*Includes full access to all areas of the HFAC, including lobby, stage, theatre seating and dressing rooms. Fees are charged beginning one hour prior to scheduled show time and conclude one hour following the conclusion of the show [or when the last patron has departed, whichever happens first]. Includes ushers.*

Monday through Thursday	\$181.25 per hour
Friday through Sunday	\$206.25 per hour
Events after 10 p.m.	\$309.38 per hour

✓ **Have you submitted your certificate of insurance?**

All groups utilizing the HFAC must have a Certificate of Insurance on file five days prior to load in, naming the *Hamilton Fine Arts Center* as an "additional insured" for the amount of no less than \$2,000,000 (including injury to persons and damage to property).

Yes. No.

✓ **Did you sign and return the [rental usage agreement](#)?**

Yes. No.

✓ **Who is running your sound and lights?**

**A:** Hamilton Fine Arts Center Staff

**B:** I have hired my own technicians to run sound and lights, and they are insured. Company \_\_\_\_\_

✓ **Are you bringing props / set pieces?**

All groups must use the loading dock for loading and unloading props and other equipment in order to refrain from damage to the lobby and lobby entrance doors. The HFAC loading dock is available only during your scheduled load in and load out times. Please enter through the lobby for all other times.

**A:** I am not bringing props / set pieces.

**B:** My props /set pieces will be / have been [fireproofed](#) prior to arrival.

✓ **Did you reserve the green room?**

A green room is conveniently centrally located backstage. There is no charge to use this space as long as the room is left in the same manner as it was found. Not doing so will result in a \$50 charge. Please review the HFAC Usage Agreement for more details. A request form for use of additional facilities (cafeteria, choir room, etc.) is required if needed, and may be found at [www.HamiltonFineArtsCenter.com/rental](http://www.HamiltonFineArtsCenter.com/rental). Absolutely no food, beverage, or makeup is allowed on any carpeted areas of the HFAC theatre and lobby areas.

**A:** I would like to use the backstage green room (no rental form required).

**B:** I would like to use the cafeteria and/or choir room and have completed a rental form.

**C:** I do not need green room, dining or warm-up space.

✓ **Tickets and Other Important Details:**

**A:** HFAC is selling tickets for me.

**B:** I am selling my own tickets. I have sold \_\_\_\_\_ tickets per show.

**A:** Tickets are for general seating.

**B:** Tickets are for reserved seating.

I need the following ADA (wheelchair) seats ([map](#)):

\_\_\_\_\_

**A:** Save the ticket stubs for me.

**B:** Let patrons keep their ticket stubs.

**A:** I am allowing photography (no flash).

**B:** Photography is not allowed.

**A:** I am allowing videography.

**B:** Videography is not allowed.

**A:** I am not selling concessions.

**B:** I am selling [concessions](#) (20 min. intermission).

**A:** I am having an intermission. Length \_\_\_\_\_

**B:** I am not having an intermission.

Thank you so much! This helpful information will assure we have the details to assist you with a perfect event.

Signature

Date

Name

Company

Phone Number

Email

Please email to [HulgLy@Hamilton.k12.wi.us](mailto:HulgLy@Hamilton.k12.wi.us) or mail to Lynnette Hulgán, c/o HFAC, W220 N6151 Town Line Road, Sussex, WI 53089