



**SET UP REQUESTS:**

\_\_\_\_\_ Chairs (*quantity*)      \_\_\_\_\_ Tables (*quantity*)

\_\_\_\_\_ Podium      \_\_\_\_\_ Orchestra Shell

\_\_\_\_\_ Yamaha      \_\_\_\_\_ Steinway

Do You want the Piano Tuned?    Yes \_\_\_\_\_ No \_\_\_\_\_  
(There is a \$75 fee for this)

List other requests here: \_\_\_\_\_

**TECHNICAL REQUESTS:** *Please describe fully*

Lights: \_\_\_\_\_

Sound: \_\_\_\_\_

If bringing in equipment, please describe placement in Auditorium:

**Berger Performing Arts Center Staff needed for event:**

\_\_\_\_\_ Lighting Engineer      \_\_\_\_\_ Sound Engineer

Will tickets be sold?    Yes  No     Date on Sale: \_\_\_\_\_    Ticket Prices: \_\_\_\_\_

Will Berger Box Office Be Needed on date of Event (there is a rental fee of \$50)?    Yes  No

(This just refers to the use of the box office room and window - The Berger Performing Arts Center does not provide any ticketing services)

Estimated Attendance: \_\_\_\_\_

Will Merchandise be sold?    Yes  No   
*(House collects 10%)*

Describe Merchandise: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Can Berger Staff Sell Concessions (*chips, soda, etc...*) at your event?    Yes  No

**IMPORTANT PLEASE READ!**

**With Respect to the Applicant's Use of ASDB Facilities, the applicant agrees to:**

1. Comply with all federal, state and municipal laws and regulations in addition to the rules of the School, and to provide adequate supervision of all activities. Abide by all school policies while using school facilities. **THE CONSUMPTION OR USE OF DRUGS OR ALCOHOL IS STRICTLY PROHIBITED ON SCHOOL GROUNDS. AS OF January 1, 1993, IN ACCORDANCE WITH BOARD POLICY, THERE WILL BE NO SMOKING ON ANY SCHOOL PROPERTY, IN ANY SCHOOL BUILDING NOR IN ANY SCHOOL VEHICLE.**
2. Indemnify, defend and hold harmless the STATE and SCHOOL from any loss or claim for damages by reason of any bodily injury or property damage arising out of such use.
3. Provide a **CERTIFICATE OF INSURANCE** from the applicant's insurance carrier certifying that the applicant carries liability insurance at limits of not less than \$1,000,000 per person and \$500,000 per occurrence on Bodily Injury and \$1,000,000 per occurrence on Property Damage. The Arizona State Schools for the Deaf and the Blind and the State of Arizona must be named as an additional insured thereunder.