



# Windgate Center for Fine and Performing Arts

## Reservation Request Form

UCA Public Appearances  
201 Donaghey Ave  
Conway, AR 72035  
ahorton@uca.edu  
Office: (501) 450-3682  
Fax: (501) 852-2375

Today's Date: \_\_\_\_\_

Event Space Requested: Concert Hall \_\_\_\_ Recital Hall \_\_\_\_ Black Box Theatre \_\_\_\_ Lobby \_\_\_\_

Organization: \_\_\_\_\_

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

Brief Description of Event: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_

### Setup, Rehearsal and Performance Schedule

DATE (S)	ARRIVAL TIME	EVENT START TIME	EVENT END TIME	DEPARTURE TIME	EVENT DESCRIPTION
<i>Example</i> 01/02/1234	<i>Example</i> 6:45 AM	<i>Example</i> 8:00 AM	<i>Example</i> 4:30 PM	<i>Example</i> 5:00 PM	<i>Example</i> Set-up, Rehearsal, Event

### Contact Information

**Primary Contact**      **Billing Contact**      (please circle which applies)

Name:	UCA Faculty/Staff or Student or Off Campus		
Work Phone:	Cell Phone:	Fax:	
Address:			
City, State, Zip:			
Email:			

**Technical Contact**      **Billing Contact**      (please circle which applies)

Name:	UCA Faculty/Staff or Student or Off Campus		
Work Phone:	Cell Phone:	Fax:	

Address:
City, State, Zip:
Email:

### Event Information

Is this event being used as a political or religious cause? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

This is a ticketed event: YES \_\_\_\_\_ NO \_\_\_\_\_ There is an admission charge: YES \_\_\_\_\_ NO \_\_\_\_\_

Price(s) of Admission: Gen. Admission \_\_\_\_\_ Reserved \_\_\_\_\_

Merchandise (includes programs) will be sold. YES \_\_\_\_\_ NO \_\_\_\_\_

Items to be sold: \_\_\_\_\_

(Windgate House Policy requires 20% of net sales to house if we sell your items; 15% of net sales if you sell items)

Check one: All UCA Attendees \_\_\_\_\_ Over 50 % UCA Attendees \_\_\_\_\_ Less than 49% UCA Attendees \_\_\_\_\_

Is this a Public Event? YES \_\_\_\_\_ NO \_\_\_\_\_

Are multiple locations required for this event? If so, please list them:

\_\_\_\_\_

### Select Those Items Required For Your Event

**High Definition LED Wall (Concert Hall only) \$150 \_\_\_\_\_**

**Choir Risers \$50 \_\_\_\_\_**

**Single Camera Streaming \$150 \_\_\_\_\_**

**Concert Grand Piano \$150 \_\_\_\_\_**

**Reception** (Contact Aramark Food Services at 501-450-5982) \_\_\_\_\_

*(Fees for Tables, Chairs & Other Needs are subject to change depending on event requirements)*

**Event Set-up:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Rental Fees

Refer to policies and procedures for appropriate rental fees. Rental fee and direct cost estimate to be given at time of booking.

**My signature confirms the information given and understanding of fees associated with the event.**

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If the university is closed due to inclement weather,  
your event will be canceled and rescheduled when possible.**