

COMMUNICATION & PERFORMING ARTS CENTER

8. Name and address of Booking Agent, if any, for Performers:

Do you hold a Business License or Certificate of Incorporation? YES NO

If so, name the city and state where license/incorporation takes place, the name and address of the registered agent and the registration number(s).

INSURANCE

A Certificate of Personal Liability Insurance in the amount of \$1,000,000, with owned- and non-owned Automobile/Property Damage Insurance in the amount of \$500,000 (with Regent University named as the co-insured) is required in order to book this event in the Communication and Performing Arts Center.

Do you have a current liability insurance policy? YES NO

If Yes, please attach a copy of your Certificate of Insurance (with Regent University named as the co-insured) to this Rental Request.

SEATING: GENERAL ADMISSION RESERVED SEATS

Will Tickets Be Sold to this Event? YES NO Anticipated Attendance: _____ per performance

Will there be scaled ticket pricing? YES NO

Please explain: _____

Please list ticket prices: Gen'l Admission: _____ Reserved: _____ Box Seats: _____

Students: _____ Sr. Citizens: _____ Military: _____

Will you need Box Office Services? YES NO Full-Service "Will-Call" Only

What date will Tickets go on sale?

Will programs, audio/video tapes, CDs, DVDs or any other novelties be offered for sale? YES NO

Do you plan to video or audio record any or all of your event? YES NO

Is your group Not-For-Profit? YES NO

If so, please attach a copy of your group's 501(c)(3) Documentation.

All of the above questions must be answered in full before any dates can be placed on-hold and a Formal Rental Agreement can be executed.

Signature of Applicant & Date