

Mandeville Center Rental Request

Please complete (print or type) and e-mail, fax or mail to address listed
Forms must be received within one week of verbal request to secure a reservation

UC San Diego
Department of Music
9500 Gilman Drive, Mail Code 0099
La Jolla, CA 92093

email: mus-director@cloud.ucsd.edu
phone: 858-822-3725 fax: 858-534-8502
http://mandeville.ucsd.edu

PLEASE INCLUDE YOUR TECHNICAL RIDER

Organization: _____

Event Name: _____

Contact Person: _____ Phone: _____

Address: _____ Alt Phone: _____

City: _____ FAX: _____

State: _____ Zip: _____ E-mail: _____

Type of Event: (Concert, Play, Dance, Recital, Lecture) _____

Briefly describe your event: _____

ORGANIZATION DETAIL:

☐ Official Campus Organization**

☐ Campus Department**

☐ Non-UC Organization

**Campus Organizations or Departments please supply a Recharge Index Number: _____

Booking Details:

Dates Requested List all dates needed, include prep & strike (MM/DD/YY)	Type of Activity Set-up, Tech, Reh, Performance, Reception or Other (specify)	Access to venue requested* (xx:xx a.m./p.m.)	Event begins* (xx:xx a.m./p.m.)	Event ends* (xx:xx a.m./p.m.)	Venue Vacated* (lights out/locked up) (xx:xx a.m./p.m.)

*Usage Dates and Times will be confirmed and finalized in consultation with the Production Manager.

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Is your event open to the public: ☐ Yes ☐ No

Estimated audience size: _____

Will your event be recorded: ☐ Yes ☐ No

Is your event ticketed: ☐ Yes ☐ No

Do you plan to sell merchandise: ☐ Yes ☐ No

Do you plan to sell concessions: ☐ Yes ☐ No

TICKET INFORMATION:

The Mandeville Center does not offer ticketing services. There is a box office window available for the renters use in the Lobby of the Center.

Please provide ticketing information for your event: _____

Please list event requirement and/or special needs:

Any other information regarding your event:

Available Equipment: Please mark what you anticipate requiring

AUDIO:

- ☐ Lecture Sound System
- ☐ Large Sound System
- ☐ CD or DVD Player
- ☐ Cassette Deck
- ☐ Other: _____

PROJECTION:

- ☐ Video Projector
_____ (Computer or DVD)
- ☐ 35 mm Projector
- ☐ 16 mm Projector
- ☐ Projection Screen
- ☐ Other: _____

OTHER EQUIPMENT:

- ☐ Chairs #: _____
- ☐ Tables #: _____
- ☐ Music Stands #: _____
- ☐ Follow Spots #: _____
- ☐ Platforms #: _____
- ☐ Choral Risers #: _____
- ☐ Lectern
- ☐ Conductor's Podium
- ☐ Orchestra Shell
- ☐ Dance Floor
- ☐ White Cyc and/or Black Scrim: _____
- ☐ Other: _____