ROBERT M. MERRYMAN PERFORMING Arts CENTER

Robert M. Merryman Performing Arts Center
Technician / Custodian Facility Use Form

Renter/Show: _____

Contact Person: _____ **Phone Number:**_____

Date/s of Rehearsal: _____ **Set Up Personnel Arrive:** _____ **Rehearsal Ends:** _____

Date/s of Event: _____**Set Up Personnel Arrive:** _____ **Tear Down Ends:** _____

Doors for Public Opened At: _____**Show Starts At:** _____

When advertising your show, we must be called: ***Merryman Performing Arts Center*****.**

Stage:	**Yes**	**No**		**Type of Chairs:**	**#:**	**(70 available)**
Reception Hall:	**Yes**	**No**		**Where to Set Up Chairs:** Stage / Lobby / Reception Hall		
Lobby Use:	**Yes**	**No**		**8 ft Tables:** **(6 available)**	**6 ft Tables:**	(2 available)
Gym:	**Yes**	**No**		**Where to Set Up Tables:** Lobby /Reception Hall		
Conference Room:	**Yes**	**No**		**Chair / Table Setup Reception Hall Diagram:**		
Kitchen:	**Yes**	**No**		**East**		
Dressing Rooms:	**Yes**	**No**				
Main Floor: **w/bathroom** **w/out bathroom**				**N**		**S**
2nd Floor: **w/bathroom** **w/out bathroom**						
Custodian:	**Yes**	**No**				
Choral Risers:	**Yes**	**No**	**#:**	**West**		
Projector and Screen:	**Yes**	**No**		**Backstage Technician:**	**Yes**	**No**
Podium:	**Yes**	**No**		**Followspot Operator:**	**Yes**	**No**
Microphone:	**Yes**	**No**	**#:**	**Sound Technician:**	**Yes**	**No**
Concert Grand Piano	**Yes**	**No**		**Piano Tuning requested**	**Yes**	**No**
Sound, Lighting, Projection, Crew Needs:						

Note: Events requiring audio incur technician fees for prep and restoration. Minimum charge $19.00

Misc./Other:

No food, drink or gum allowed in theatre.
The building closes at 11:30PM, please plan accordingly.
Merryman Performing Arts Center is a drug-free, tobacco-free and alcohol-free zone.

PLEASE SEND BACK WITH CONTRACT TO MPAC, 225 W 22nd St, Kearney, NE 68845 Jan 2015