UIC PAVILION

APPLICATION FOR SPACE RESERVATION

Date _____

Promoter Name _____

Organization Name_____

Type of Organization: [ ] Sole Proprietorship [ ] Business Corporation
[ ] Not for Profit Corporation [ ] Partnership
[ ] Other _____

Officers: President _____

Secretary _____

Address_____

Telephone _____ **Fax**_____

F.E.I.N. # _____

Bank References: _____

_____

Entertainment Industry Credit References: (Include addresses and telephone numbers.)

NAME	COMPANY	TELEPHONE #
1.		
2.		
3.		

List 3 most recent events you've promoted: (Please include contact names and telephone numbers.)

TYPE OF EVENT	FACILITY/CONTACT/TELEPHONE #	DATE OF EVENT
1.		
2.		
3.		

DATE(S) REQUESTED FOR USE: _____

START/END TIME OF EVENT: _____

Description of Event: (Include load-in and load-out dates and requirements etc. If needed, use back of this page for full description.)

_____

_____

_____

_____

List performers for which this application is being submitted:

_____

_____

_____

_____

Describe arena setup: (please visit www.uicpavilion.com for arena set ups & technical information)

_____

_____

_____

_____

Estimated Attendance: _____

Is this a ticketed event? [ ] Yes [ ] No

If yes, what is ticket price(s)_____

Name/Phone of Production Manager: _____

Parking Needs: Staff_____(If yes, would you be interested in parking package of 75 passes for $350)

Tractor/trailers_____

Buses _____

Catering, video, other _____

Is merchandise sales a part of your program? [ ] Yes [ ] No

If yes, describe: _____

_____

(Standard merchandise agreement: 70% - 30%, house sells, labor is guaranteed.)

Concessions: [ ] Yes [ ] No

Through its concession stands, the Pavilion has exclusive rights to provide refreshments for purchase by patrons during all events.

Other Event Needs: (Be as specific as possible.)

_____

_____

_____

_____

Please read all of the information herein before making any commitments for event services or equipment.

1. Any client wishing to request a hold on one or more dates at the UIC Pavilion shall complete the following steps:
    a. Submit a complete Application for Space Reservation to the UIC Pavilion.
    b. Meet with Pavilion officials to discuss financial procedures and policies.
    c. Obtain a written cost estimate for proposed event from Pavilion staff.

2. **Official Challenge Policy:** A second producer may challenge the first producer's existing hold by submitting a non-refundable deposit in the amount of half of the minimum rent. The first producer with the hold will be given **48 hours in which to confirm or release the date.** If the first producer fails to respond to the challenge the date will be automatically released by the Pavilion after 48 hours. If the challenger obtains the first hold, the deposit will be applied toward the rent. If the challenger obtains the date but fails to use it, he or she forfeits the deposit.

3. The official agreement for use of Pavilion space shall be issued by the University upon Pavilion's acceptance of the client's application and shall not be considered confirmed until the Pavilion receives four copies of the signed agreement, the initial certified deposit, and insurance certificate in the amount of 1 million dollars (listing the Board of Trustees of the University of Illinois as additional named insured).

4. Final settlement of costs shall be no later than ten (10) working days after the last event. Box office receipts will not be available on the night of the show. All payments to union labor and artists the night of the show are the responsibility of the producer. Box office receipts can not be used.

5. The University shall at all times maintain control and direction of the ticket office. All tickets shall be ordered or printed, controlled and distributed by the Pavilion ticket office. Tickets to all University events are available through the Pavilion box office and Ticketmaster outlets and phone centers. Appropriate Ticketmaster service charges will be applied to each ticket.
    Producer agrees that until an agreement (contract) has been executed, including all riders, no tickets may be sold and no public announcement or advertisement concerning the show may be made.

6. No announcements of any kind shall be made until the agreement has been fully executed. When the agreement has been executed the University shall have complete control over the distribution and sale of all printed material.

7. The University retains the right to approve performances, exhibitions, or entertainment to be offered and may cease any and all activity based on written objections delivered to producer based on behavior which is offensive to the University, or which in any way violated any advertising, promotion, or other rights reserved and protected in the executed agreement.

8. The University retains the right to determine when, in its sole discretion, ticket refunds for cause are justified and shall establish policies to effectuate such decisions.

9. Definition of gross receipts: gross ticket sales shall mean the total ticket sales, including any payment for admission to the event(s), except complimentary tickets, less any applicable direct federal, state, and local taxes imposed on admission fees or tickets and less remote outlet ticket surcharge to the customer that Ticketmaster applies at the outlets, phone centers, or Internet. Pavilion rent is $10,000 (minimum per day) versus 10% of the gross ticket sales whichever is greater. For example, if gross ticket sales were $200,000 the Pavilion rent would be $20,000.

10. **One month prior to the event, the producer must complete all certified deposits to the Pavilion in the amount of the minimum rent ($10,000) plus the estimated expenses outlined in the written cost estimate. If the complete amount is not received, the University reserves the right to cancel the event.**

DATE(S) REQUESTED FOR LOAD-IN: _____

DATE(S) REQUESTED FOR USE: _____

START/END TIME OF EVENT: _____

I understand that, if any event-related information herein changes (i.e. performers, date, etc.), this application shall be invalid and a new application may be required. Any changes are to be made in writing.

I understand further that completing this application does not automatically entitle me to a hold on the date requested. Obtaining a formal hold requires the approval of the Pavilion Director. In addition, a hold is only tentative and is not confirmed until a signed University contract and certified deposit is received and approved by the Pavilion Director.

By signing below, I acknowledge that I have read all the information contained in this application, understand it, and will abide by it. I also understand the date Pavilion may be holding for me is tentative and not confirmed until a University agreement is executed and all the requirements listed herein are completed. **I also understand that an application for an event does not constitute a University agreement.**

_____ _____

Signature/Title Date

PLEASE FAX OR MAIL completed application to:

UIC PAVILION
525 South Racine Avenue
Chicago, IL 60607
FAX: 312-413-5774