

# Northrop Space Rental Request (Non-University User)

**Request Date:** \_\_\_\_\_

Thank you for your interest in renting space at Northrop. Please fill out the form below. Northrop staff will review your request, and will contact you within two business days with availability. Additional information is available at [northrop.umn.edu/about/space-rental](http://northrop.umn.edu/about/space-rental), including a detailed listing of amenities and pricing guidelines, an overview of ticketing and registration services, and technical specifications for the Carlson Family Stage and Best Buy Theatre. Please take a moment to review these resources before submitting your application. A non-refundable deposit is required to reserve space for your event.

Event Date(s) \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event Name \_\_\_\_\_

Event End Time \_\_\_\_\_

Contact Name \_\_\_\_\_

Time to open doors to the public \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Set Up Start Time \_\_\_\_\_

Contact Email \_\_\_\_\_

Clean Up End Time \_\_\_\_\_

Contact Address \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

## Type of Event (check all that apply)

- |            |                                 |
|------------|---------------------------------|
| Meeting    | Concert                         |
| Conference | Concert (using orchestra shell) |
| Lecture    | Dance Performance               |
| Reception  | Comedy                          |
| Film       | Other _____<br>(please explain) |

## Requested Space(s) (check all that apply)

- |  |                      |
|--|----------------------|
| Lindahl Founders Room                            | Carlson Family Stage |
| Ellie and Tom Crosby Seminar Room                | Best Buy Theater     |
| Robert and Gail Buuck Memorial Hall              | Conference Room      |
| Northrop Plaza *OUTDOOR SPACE<br>PERMIT REQUIRED | Rehearsal Room       |

## Audio Equipment

Is an audio system required for your event?    Yes    No  
(This service requires at least one Northrop Audio Technician).

## Video Equipment

Will you need a projector and screen?    Yes    No  
Will you be recording your event?    Yes    No

Describe any other special audio/video needs \_\_\_\_\_

## Lighting

Describe any other special lighting needs \_\_\_\_\_

Do you need spotlights?    Yes    No

## Ticketing/Registration

*All ticketed events at Northrop must use the ticketing services provided by University of Minnesota Tickets and Events, housed within Northrop. More information about ticketing/registration services and fees can be found at [www.northrop.umn.edu/tickets-events/buy-tickets](http://www.northrop.umn.edu/tickets-events/buy-tickets). Please contact Holly Radis-McCluskey at [radis001@umn.edu](mailto:radis001@umn.edu) or 612-625-0509 to discuss your needs*

Will this event be ticketed?    Yes    No  
Is this event free?    Yes    No  
Will seating be General Admission or Reserved? \_\_\_\_\_  
Ticket Price(s): \_\_\_\_\_

**Please provide a 50-100 word description of the event, including links to more information and partners:**