

# Northrop Space Rental Request (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 Theater. Please take a moment to review these resources before submitting your application. Cancellation fees: 50% of venue rent more than 90 days notice, 75% of venue rent between 89-31 days notice, 100% of venue rent within 30 days notice.

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

EFS # \_\_\_\_\_

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

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

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

Billing Organization \_\_\_\_\_

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

Department Name \_\_\_\_\_

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

Billing Address \_\_\_\_\_

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

Billing City, State, Zip \_\_\_\_\_

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

Billing Phone \_\_\_\_\_

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

Billing Email \_\_\_\_\_

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

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

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

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

**Type of Event** (check all that apply)

- |            |                                 |
|------------|---------------------------------|
| Meeting    | Concert                         |
| Conference | Concert (using orchestra shell) |
| Lecture    | Dance Performance               |
| Reception  | Comedy                          |
| Film       | Other _____                     |
- (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/Video 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:**

For Carlson Family Stage, please submit form to Kari Schloner, [kschlone@umn.edu](mailto:kschlone@umn.edu) or call 612-625-0796 with questions.  
For all other spaces, please submit form to David Russel, [dwrussel@umn.edu](mailto:dwrussel@umn.edu), or call 612-301-1960.

**Northrop Rental Policy:**

Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. Northrop reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in Northrop for the organization who holds the reservation, in addition to being charged the higher of the two rate structures.