

Space Rental Request (Non-University User)

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, including a detailed listing of amenities and pricing guidelines for space rental at Northrop, 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. 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 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 _____ |
- (please explain)

Requested Space(s) (check all that apply)

- Carlson Family Stage
- Best Buy Theater
- Lindahl Founders Room
- Ellie and Tom Crosby Seminar Room
- Robert and Gail Buuck Memorial Hall
- Conference Room
- Northrop Plaza

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 (the rental of the theater includes a basic stage wash)

Describe any special lighting needs _____

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 here. Please contact Holly Radis-McCluskey at 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: