

# 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)

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Meeting    | <input type="checkbox"/> Concert                         |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Concert (using orchestra shell) |
| <input type="checkbox"/> Lecture    | <input type="checkbox"/> Dance Performance               |
| <input type="checkbox"/> Reception  | <input type="checkbox"/> Comedy                          |
| <input type="checkbox"/> Film       | <input type="checkbox"/> 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](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:**