

# Space Rental Request (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) _____	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)

- |                                     |  |
|-------------------------------------|--|
| <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 _____<br>(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/Video Equipment**

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

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

**Video Equipment**

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

**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:**

For Carlson Family Stage, please submit form to Kari Schloner, kschlone@umn.edu or call 612-625-0796 with questions. For all other spaces, please submit form to David Russell, dwrussel@umn.edu, or call 612-301-1960.