

REGENT UNIVERSITY COMMUNICATION CENTER

9. Name and address of Booking Agent, if any, for Performers:

10. Do you hold a Business License or Certificate of Incorporation? YES NO

If so, name the city and state where license/incorporation takes place, the name and address of the registered agent and the registration number(s).

INSURANCE

A Certificate of Personal & General Liability Insurance in the amount of **\$1,000,000**, including coverage for owned- and non-owned Automobile/Property Damage in the amount of \$500,000 (with **Regent University** named as "**Also Insured**") is required in order to book this event in the **Communication and Performing Arts Center**.

Do you have a current liability insurance policy covering events & venues? YES NO

If Yes, please attach a copy of your Certificate of Insurance (with **Regent University** named as an additional insured) with this Rental Request. If not, please arrange to have that Certificate faxed to the Technical Coordinator at (757) 352-4279 as soon as possible.

SEATING: GENERAL ADMISSION RESERVED SEATS

Will Tickets Be Sold to this Event? YES NO Anticipated Attendance: _____ per performance

Will there be scaled ticket pricing? YES NO

Please explain: _____

Please list ticket prices: Gen'l Admission: _____ Reserved: _____ Box Seats: _____

Students: _____ Sr. Citizens: _____ Military: _____

Will you need Box Office Services? YES NO Full-Service
 "Will-Call" Window Only

The selling of tickets to this event must be coordinated with our Box Office Manager.

What date will Tickets go on sale?

Will programs, audio/video tapes, CDs, DVDs or any other novelties be offered for sale? YES NO

Do you plan to video or audio record any or all of your event? YES NO

Is your group a 501(c)(3) "Not-For-Profit" organization? YES NO

If so, please attach a copy of your group's 501(c)(3) Documentation.

All of the above questions must be answered in full before any dates can be placed on-hold and/or a Formal Rental Agreement can be executed.

Signature of Applicant & Date