

Please return completed application to: Maria Sahakian, Marketing & Events Manager, Glendale Arts, 116 West California Avenue, Glendale, CA 91203; Tel: (818) 243-2611 ext. 16; Fax: (818)241-2089.

**Licensing Agreement Information:**
*Please Print Clearly*

Title of Event		Date(s)	Show Time(s)
Producer / Organization Signing the Agreement			
Mailing Address – Street / Post Office Box			Suite / Apt. Number
City	State	Zip Code	
Federal ID or Social Security Number		Are you a nonprofit 501(c) 3 corporation? <input type="checkbox"/> Yes* <input type="checkbox"/> No	Web Site Address
<b>Person Signing the Agreement</b>	Name		Title

\* Must provide a copy of your Internal Revenue Service 501(c)3 Acceptance Letter 1045

**Contact Information:**

<b>Primary Contact</b>	Name/Title		Email	
Primary Contact Number	Type	Secondary Contact Number	Type	Fax
<b>Ticket Information</b>	Name		Email	
Primary Contact Number	Type	Secondary Contact Number	Type	Fax
<b>Marketing/Publicity</b>	Name		Email	
Primary Contact Number	Type	Secondary Contact Number	Type	Fax
<b>Technical</b>	Name		Email	
Primary Contact Number	Type	Secondary Contact Number	Type	Fax

**Event Information:**

Description of Event (Please include as much detail as possible about what patrons will see at your performance/event)			
Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> Musical <input type="checkbox"/> Drama <input type="checkbox"/> Comedy <input type="checkbox"/> Meeting <input type="checkbox"/> Dance <input type="checkbox"/> Other:			
Is this a ticketed event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Seating: <input type="checkbox"/> Reserved <input type="checkbox"/> General Admission	Is event open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approx. Length of Performance:    hr    min	Will there be an intermission? * <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? <input type="checkbox"/> One <input type="checkbox"/> Two	
Anticipated Attendance:	Suitable Ages: <input type="checkbox"/> Any Age <input type="checkbox"/> 6 Yrs Old + <input type="checkbox"/> 18 Yrs Old + <input type="checkbox"/> Adults Only		
Will you be filming/taping your event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is photo/video recording by patrons allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will merchandise be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Merchandise Contact:		Tel:
Will you have a reception at the theatre? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: <input type="checkbox"/> Before performance <input type="checkbox"/> After performance <input type="checkbox"/> Catered <input type="checkbox"/> Alcohol			

\* The Licensing Agreement requires that performances will have an intermission of at least twenty (20) minutes in duration unless otherwise agreed to in writing by the Alex Theatre.

**Event Settlement Information:**

How do you want to receive your settlement paperwork? <input type="checkbox"/> Mail <input type="checkbox"/> Pick up from Alex Theatre Office	If pick-up, name of individual authorized to receive settlement package:
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