

Please return completed application to: Maria Sahakian, Director of Marketing & Events, 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
Person Signing the Agreement	Name		Title

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

Contact Information:

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