



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)	Start Time(s)
Organization Signing the Agreement			
Mailing Address – Street / Post Office Box		Suite / Apt. Number	
City	State	Zip Code	
Federal Tax ID Number or Social Security Number	Type of Organization	Web Site Address	
Person Signing the Agreement	Name	Title	

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
Catering	Name		Email	
Primary Contact Number	Type	Secondary Contact Number	Type	Fax

Event Information:

Description of Reception		
Where will your reception take place? <input type="checkbox"/> Alexander Terrace (upstairs) <input type="checkbox"/> Alex Theatre Forecourt (outside) <input type="checkbox"/> Main Lobby (downstairs)		
Is this a ticketed reception? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is event open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approx. Length of Reception: hr min
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	

* In partnership with local restaurants, the Alex Theatre can provide catering services ranging from *Hors d'oeuvres* to *a la carte* lunches and multi-course dinners. For more information please contact Maria Sahakian, Marketing and Events Manager, at (818) 243-2611 ext. 16 or via email at msahakian@glendalearts.org.

** Only beer and wine can be served at the Alex Theatre.

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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