

Andrew W. Mellon Auditorium

Application for Use of the Andrew W. Mellon Auditorium

All organizations wishing to host a function at the Andrew W. Mellon Auditorium (AWMA) must submit this Application to Ridgewells, Inc. (Ridgewells) for approval. The organization hosting the event or an event manager acting on behalf of the organization may submit an Application. For the purposes of this Application, either party may serve as the 'Client' (Client) and sign the contract.

Read the terms of this application carefully, provide all requested information, and return to Ridgewells. This Application does not guarantee the use of space and Ridgewells will review the Application and may, at their sole discretion, approve or deny the Application. The Application function is not accepted until this Application is approved by Ridgewells, all parties sign separate Site Use Contracts, and the deposit of the Venue Rental Fee has been received.

CLIENT INFORMATION

Client Name: _____

Website: _____

Type: For-Profit Non-Profit Individual/Wedding Government
 Other:

Street: _____

City: _____ State: _____ Zip: _____

Contact: _____ Title: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

Co-Sponsoring Organizations: _____

Event History: _____

EVENT INFORMATION

Name of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Additional Event Date 2: _____ Start Time: _____ End Time: _____

Additional Event Date 3: _____ Start Time: _____ End Time: _____

Event Type: _____

Number of Guests: _____

Alcohol Served: _____

Attire: _____

Purpose of Event: _____

Event Design

Details:

Detailed description of the event design, décor & related information

Event Flow & Timeline:

Preliminary information about load in, run of show & load out timings

CAPACITY

The capacity of the AWMA is limited due to the historic nature of the building to 1000 guests. The following table provides recommended capacity information for each space. Other limits apply depending on the nature or type of event.

Recommended Function Capacities:

Area	Reception	60" Rounds Rounds of 8	66" Rounds Rounds of 10	72" Rounds Rounds of 12	Classroom*	Theatre*
Lobby	250	-	-	-	-	-
Auditorium	1000**	600	630	696	400	1000
Center Green Room	250	120	150	144	100	200
East Green Room	40	40	40	36	20	40
West Green Room	50	48	50	48	20	50
Third Floor Including Outside Portico	200	-	-	-	-	-

* Does not include space for additional audio/visual equipment

** No event may exceed 1000 total guests for all rooms occupied

SIGNATURE

On behalf of the Client named below, I certify that I have read in full this application, the guidelines for site use, and the conditions governing site use, and the organization agrees to abide by the AWMA's terms, if the application is approved.

For the Client

Name of Authorized Representative: _____

Title: _____

Signature of Authorized Representative: _____

Date: _____