



JEAN & PAUL AMOS PERFORMANCE STUDIO

REQUEST FOR SERVICES FORM

Today's Date: _____ Event Date: _____

Event Title: _____

Host Organization: _____

Contact: _____

Email: _____ Phone: _____

City: _____ State/Zip: _____

Event Type

Concert/Performance Seminar/Expo Other: _____

Load In Date: _____ Load in Time: _____

Client Arrival Time: _____ Client Departure Time: _____

Event/Performance Start Time: _____ Event/Performance End Time: _____

Estimated # of Client Participants: _____ Estimated Audience: _____

Tickets and Ushers

A paid house manager is required for all events. Client is in charge of ticket sales and seating.

Public Access

Time lobby and studio opens to public: _____

Dressing Rooms/Green Room

Will the Green Room be required? Yes No

Lobby/Kitchen/Meeting Rooms

Will you be using the lobby kitchen meeting rooms?

If yes, for what purpose? _____

No. of 6' rectangular tables needed: _____ No. of 5' round tables needed: _____ No. of chairs needed: _____

Will merchandise be sold? Yes No

If yes, what items? _____

**NOTE: Prior approval from the Pensacola State College District Board of Trustees is required before selling merchandise on campus.*

Will food and drink be served? Yes No

If yes, fixed seats/bleachers will be pushed back and unavailable. A \$200 fee is charged to serve food and drink.

Will any alcoholic beverages be served? Yes No

If yes, approval from Pensacola State College will be required.

Staging

Requesting a stage? Yes No

Lighting

Basic room illumination provided. Special requests will entail additional charges.

Audio/Visual

Will A/V equipment be used? Yes No

Please check required equipment and provide quantities needed:

Over-Ear Vocal Mics _____	Wireless Lav Mics _____	Wireless Handheld with Stand _____
Instrument Mics _____	Drop Mics _____	Stage Monitors _____
7K Lumen projector + 25' Screen	Concert Grand Piano (tuning charge included)	

Please describe A/V requirements: _____

Instruments

Will musical instruments be used? Yes No

Please describe instrumental requirements: _____

**Note: WSRE PBS has one concert grand piano in-house. Rental is \$500 with tuning included.*

Refundable Security/Damage Deposit

A \$500 refundable security deposit is required at the time of the contract signing. Facilities must be restored to pre-rental condition (trash cans emptied, lobby, kitchen, green room and meeting rooms in order.)

Sales Tax

Facility use/rental is subject to Florida sales tax. If exempt, you must provide a copy of your current Florida sales tax exemption certificate to WSRE PBS at the time your contract is signed.

Thank you for your interest in booking the WSRE PBS Amos Studio for your event!

Please sign, date and submit this form to eking@wsre.org. A station representative will contact you about your event and provide an estimate for studio rental and related services.

I agree that the information listed on this form adequately details requirements for our event(s), and I have received a copy of the Studio Rental rates and policies.

Signature: _____ Date: _____

For more information, contact:
Ted King, Director of Production
eking@wsre.org
850-777-9140