

Longy

School of Music
One Follen Street
Cambridge Massachusetts 02138

617.876.0956
www.longy.edu

2011–2012 RENTAL EVENT DATE REQUEST FORM

ORGANIZATION

CONTACT NAME

ADDRESS

CITY

STATE

ZIP

TELEPHONE

FAX

EMAIL

ARE YOU A LONGY AFFILIATE? (SEE DEFINITION ON ATTACHED RATE SHEETS) YES NO

DESIRED EVENT LOCATION (please check one):

- EDWARD M. PICKMAN CONCERT HALL
- WOLFINSOHN RECITAL ROOM
- RECITAL ROOM N-1
- HOMBURGER RECITAL ROOM

PLEASE CHECK DESIRED ADDITIONS

(pricing information for each is listed on attached rate sheets):

- RECEPTION
- TUNING
- RECORDING
- PA
- USHERS
- STAGEHANDS

DATE OF INTEREST (in order of preference):

1ST CHOICE

2ND CHOICE

3RD CHOICE

PROPOSED EVENT START TIME

RETURN TO:

Catherine Cotton, Manager of Concert Services & Special Events
email: catherine.cotton@longy.edu
fax: 617.354.8841

FOR CONCERT OFFICE USE:

BASE RENTAL FEE	_____
RECEPTION	_____
RECORDING	_____
TUNING	_____
OTHER	_____
TOTAL	_____
EVENT DATE	_____
REHEARSAL	_____