

# Application for Use of Lion's Lair

Please note - this is a binding contract.  
 In order to receive consideration, this application must be turned  
**in no less than 2 weeks** prior to the requested dates.

Name of Event:		Requested dates: (In order of preference)	
Type of event: <input type="checkbox"/> Concert <input type="checkbox"/> Lecture <input type="checkbox"/> Other:			
Organization sponsoring event			
Contact person(s)			
Phone		Email	
Description of event:			
Expected attendance			

**Event time detail:** This is critical to the success of your event. Please provide as much information as possible. Technical specifications must be attached to this form.

Load-in/arrival		Sound-check	
Doors open		Event start	
Event ends		Load-out	

## Stage Set-up

Chairs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	How many?	
Tables	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	How Many	Where?

## Hospitality

Green Room	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Food/Beverage needed from Pause	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what do you need?		
Food/Beverage needed from catering	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what do you need?		

Please return this form via campus mail  
 to the Pause c/o Peter Constantian  
 or email to [stage@stolaf.edu](mailto:stage@stolaf.edu)

# Lion's Lair Guidelines

*Read this document carefully. This is a binding contract.*

1. This application must be received at least TWO WEEKS in advance in order to receive consideration. Please return it to the Pause office, attention Pete Williams. There is no guarantee that any application will be accepted.
2. EVENT TIMES described within this application will be upheld by the Pause. A change in event times may result in the termination of the contract. All time changes must be approved by the Pause at least one week prior to the event date. Pause employees will not be responsible for working beyond contract times.
3. If the Lair is to be decorated for this event, the organization sponsoring the event is responsible for SET UP and TEAR DOWN. Tear down must occur immediately after the event, unless otherwise approved by the Pause. Failure to remove decorations may result in fines.
4. Bands and DJs will be expected to supply their own equipment. CD or tape players will NOT be provided by the Lair. No one other than the Pause employees will be allowed to use equipment. For technical information, please contact Jon Burnside or ([burnside@stolaf.edu](mailto:burnside@stolaf.edu), X2968) for more technical information.
5. If performers would like acquaintances in the green room, a guest list must be provided by load-in time.
6. All advertisements must be approved by the Pause before posting, or it will be removed.
7. The Pause is an alcohol and drug-free environment. All performers and audience members will be expected to adhere to this rule.
8. The Pause reserves the right to deny any application for any reason.
9. By signing below, the sponsoring organization agrees to pay for any damages to Pause property that occur during the event.
10. FINES may be assessed for failure to comply by the above conditions. Fines will be determined by, but not limited to, amount of work hours and employees required to compensate for contract violations.
11. A contract (and tech rider, if applicable) between performing group and sponsoring organization must accompany this application. If unavailable at the time of this application's submission, a contract may be turned in NO LATER than two weeks prior to event date.
12. A prompt reply to this application will be provided. Please direct any questions, comments, or changes to Peter Constantian (<mailto:stage@stolaf.edu>)
13. The Pause reserves the right to host events in both the Mane Stage and the Lion's Lair concurrently.

I, the undersigned, hereby acknowledge and confirm what I have read and approved the terms and conditions set forth in this contract, as deemed by my signature below.

---

Signature

---

Date

---

Account #