

Application for Use of Pause Mane Stage Space

Please note, this is a binding contract.

In order to receive consideration, this application must be turned in
no less than TWO WEEKS prior to the requested dates.

Name of Event:	Dates desired: <small>(Morning & M,T & W evening events will need special consideration)</small>
Type of event: <small>(music, speaker, dance, etc.)</small>	
Description of event: <small>(Be very specific. If accepted, general advertisements will be made according to the information provided here. Include website if applicable).</small>	
Student Organization Sponsor:	
Contact person:	
Phone:	Email:

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	

Mane Stage floor setup

Chairs	Yes	No
	How many?	
Set-up	Theater	Jazz
	Classroom	
Custom set-up	<small>(attach diagram/description)</small>	
Tables	Yes	No
	Where?	

Door Admission (check all that apply, include ticket cost)

Free admission for all		Free for St. Olaf students only	
Cost for public		Cost for fac/staff	
Cost for St. Olaf students		Closed show <small>(for Olaf students only)</small>	
Restricted admission - sponsoring org only		Free <small>(Carlton/St. Olaf)</small>	
Expected attendance:			

Hospitality

Green Room	Yes	No	
The Lion's Pause kitchen can prepare food in advance for events. Contact the managers at kitchen0809@stolaf.edu for more information.			

Mane Stage

of Microphones:
Lighting Requests:
Stage Setup: <small>(bands and special events please provide a rough diagram on an attached sheet)</small>
For more specific technical requests please provide a detailed rider.

Please return this form via campus mail to The Pause, or email to stage@stolaf.edu

Pause 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 Lion's Pause PO Box.
2. **EVENT TIMES** described within this application will be upheld by the Pause. A change in event times may result in the termination of contract. All time changes must be approved by the Pause at least one week prior to event date. Pause employees will not be responsible for working beyond contract times.
3. If the Pause is to be decorated for the 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. The Pause allows one DJ Dance per month.
5. Bands and DJs will be expected to supply their own equipment. CD or tape players will **NOT** be provided by the Pause. No one other than Pause employees will be allowed to use Pause equipment or go into the sound booth. DJs will not be able to play CDs from the sound booth. For technical information, please contact Jon Burnside (burnside@stolaf.edu)
6. If performers would like guests in the green room, a guest list of no more than 12 people must be provided by load-in time.
7. All advertisements must be approved by the Pause before posting, or they will be removed.
8. The Pause is an alcohol and drug-free environment. All performers and audience members will be expected to adhere to this rule.
9. The Pause reserves the right to deny any application for any reason.
10. By signing below, the sponsoring organization agrees to pay for any damages to Pause property that occurs during the event.
11. **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.
12. A Contract (and 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.
13. A prompt reply to this application will be provided. Please direct any questions, comments, or changes to the Stage Managers Nate Bishop and Olaf Sammuleson or the Reservations Coordinator Peter Constantian (stage@stolaf.edu).
14. 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

Unit #

Lion's Pause

1520 St. Olaf Avenue

Northfield, MN 55057