



ARIE CROWN THEATER RENTAL APPLICATION

2301 South Lake Shore Drive - Chicago, Illinois 60616
Telephone - 312.791.6196 Fax - 312.791.6100



In order to process a license agreement for the usage of the Arie Crown Theater, please complete this form in full:

1. Name of producing organization:

Check One: Individual Partnership Corporation Association

Address:

City: State: Zip Code:

Telephone: Fax:

Cell Phone: E-Mail:

Individual Signing License Agreement:

Name:

Title:

2. Name/description of planned event:

3. Type of event (check one):

Concert Stage Play Meeting Speaker

Other (specify):

4. Total rental period (dates):

		FROM		TO		TIME	
		Day/	Date	Day/	Date	From	To
Setup Date(s):	(first choice)						
	(second choice)						
	(third choice)						
Performance Date(s):	(first choice)						
	(second choice)						
	(third choice)						
Removal / Strike Date(s):	(first choice)						
	(second choice)						
	(third choice)						

5. The attendance at the event will be:

- Employees Trade Membership General Public

6. The event will be:

- Reserved Seating General Admission Show Badges

7. The event will be videotaped or televised: Yes No

If Yes, please explain:

8. Will any of the audience be arriving in buses? Yes No

If Yes, how many?

9. Most recent events produced:

Event:

Date: Attendance:

Venue: City: State:

Contact: Telephone:

Event:

Date: Attendance:

Venue: City: State:

Contact: Telephone:

IMPORTANT NOTE:

The holding of events dates is a courtesy subject to revocation at any time. Dates are confirmed ONLY upon execution of a License Agreement between the Licensee (user) and Licensor (MPEA). UNDER NO CIRCUMSTANCES IS AN EVENT OR PERFORMANCE TO BE ANNOUNCED OR TICKETS MADE AVAILABLE TO THE PUBLIC FOR SALE WITHOUT AN EXECUTED LICENSE AGREEMENT. Licensee and Licensor shall mutually agree upon dates tickets will go on sale.

Once a License Agreement has been issued, it must be returned to MPEA along with the required deposit, certificate of insurance and any other specified documents requested, if any, within ten calendar days of the date the License Agreement is issued. This may include *signed* confirmation of entertainment from entertainer(s) and or their agent(s). Failure to meet requirements will result in loss of date(s) in consideration and any monies deposited.