



**Application for Use
Stroede Center for the Arts**

319 Wayne Avenue, Defiance, OH 43512
Phone (419)784-3401 Fax (419)784-4923

For Office Use

Date Rec _____ By _____

User Group:

- Non-Profit Rental
- For Profit Rental
- Other _____

Deposit Paid _____

Total Due _____

Total Paid _____

Organization Name _____ **Event Date** _____
For Profit _____ Nonprofit (please list Tax ID# _____)

Name of Event _____

Type of Event: Presentation _____ Play/Musical _____ Recital _____ Choir _____
Dance _____ Competition _____ Other _____

Event Description _____

Audience Expectation: _____ (200 performance hall/80 community room)

Requested Dates: Single Event: List date and times in table below.

Re-occurring Event: List all dates in table below. (maximum six months)

Set Requirements: Indicate dates stage will be occupied with set materials.

Dates: Set up _____ Set Down _____ (**maximum 10 days**)

Date	Event	In Time	Start Time	End Time	Out Time

(List additional dates on separate sheet and attach)

Requested Rental Areas & Equipment - ADDITIONAL COSTS MAY APPLY

(Use of equipment requires pre-production meeting at least two weeks prior to event.)

Main Level: Performance Hall _____ Green Room _____

Basement Area (Not Handicapped Accessible): Community Room _____ Kitchen _____

Round Tables _____ (10 max) Chairs _____ (80 max)

Staging: Piano _____ Organ _____ Chairs _____ Music Stands _____ Tables: 6' _____ (5 max) 4' _____ (4 max)

Lighting: House Lights _____ Single Scene _____ Multi-Scene _____ Spotlights _____ Lighting Kit _____

Audio Visual: Podium _____ Laptop _____ Performance Hall Projector w/Full Screen (16x9) _____
LEDI Screen (10x7) _____ Community Room Projector w/Screen _____

Microphones: Wireless (up to 8) _____ Wired _____ Overhead _____ Other _____

Lobby Setup: Ticket table _____ Merchandise table _____

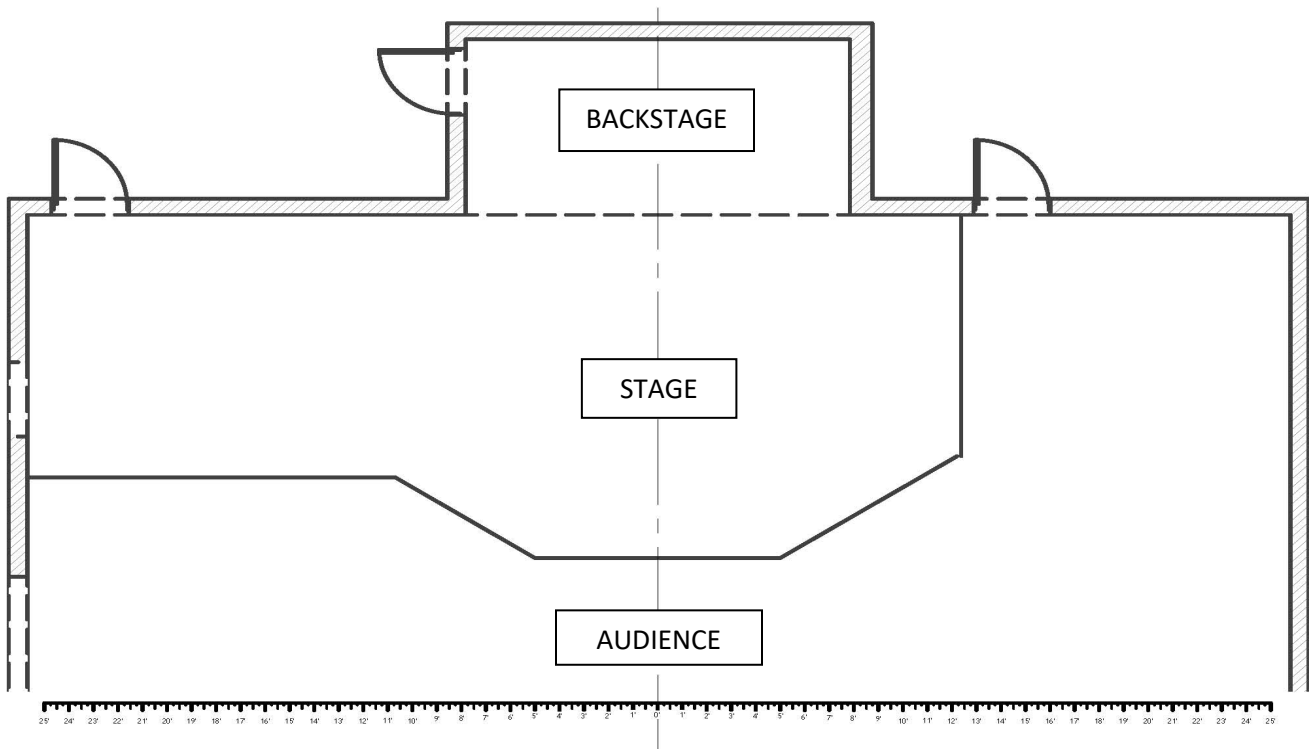
Defiance Community Television: _____ I would like to have my event professionally video recorded.

Contact _____	Signature _____	Date _____
Address _____	City _____	State _____ Zip Code _____
Phone _____	E-mail _____	Other _____

Description of personal equipment and materials being used (i.e. instruments, props, stage set)

Notes:

Stage Plot: Diagram the stage set-up for the event



DEFIANCE ARTS & MEDIA CENTER
STAGE PLAN 3/16" = 1'-0" SCALE
REVISED: JUNE 19, 2010
DRAWN BY: BWB

Revised 2/2/23