



Non-Credit Recital Request Form

Rev. September 2016

Student Name: _____ Instrument/Voice: _____

Full Mailing Address: _____

Phone number(s): _____ U of M Email address: _____

Recital Date Requested: _____

Recital Start Time Requested: _____ (Booking will normally begin 1 hour prior and last up to 4 hours)

Recital End Time Requested: _____

Recital and Staging Requirements (Stage plot, # of music stands/chairs required, instruments involved, etc.)

This booking requires a \$65.00 Non-Refundable, Non-Transferrable fee to cover three hours of technician time. A University technician will be provided for your booking - If you require more than 3 hours the cost is \$20 per hour for each additional tech hour. Cancellation of a booking for any reason, other than illness with a doctor's note, will result in forfeit of your payment.

By submitting your fee and signing this form, you agree to the following:

- Out of respect for the concert instruments and all users of Eva Clare Hall, this facility and the Artist's Room must be left in proper condition, please help the technician with the clean up listed below:
 - The stage must be cleared of any chairs and stands
 - Leave both pianos on stage, covered.
 - The Artist's Room must be cleaned up with all jackets, backpacks, music, water bottles and garbage removed.
 - Please do not block the doors to the stage
- Pianos must be covered when they are being moved – there is a custom-fitted cover for each piano, please ensure that all pianos are covered when leaving the facilities.
- A thorough inspection of the facilities will be made before and after your booking. You will be billed in full at Faculty of Music technicians' and suppliers' rates for any damages to or replacement costs of equipment and instruments (pianos, organ, music stands, piano benches, etc.) in Eva Clare Hall and the Artist's Room. You may be charged a caretaking fee of \$50 if the hall and foyer are not clean and tidy.
- No receptions are to be held on the premises at 65 Dafoe Road. If holding a reception elsewhere on campus, please note that all food & beverage orders must be made through Conference & Catering Services, phone: 204-474-8336, or email conference_catering@umanitoba.ca
- The Faculty of Music will provide a technician to oversee and assist you with your event. They will let you into the hall and lock up behind you when your event is over. Please respect booking times that you have specified in your request – arriving on time as per your event booking and preparing to leave in a timely fashion as you have indicated on the form.
- Normally non-credit recitals are not recorded. If you wish to have your event recorded, contact the Facilities & Events Coordinator for information.

Student's Signature: _____ Date: _____

Original scores presented: YES _____ NO _____

Date: _____

Instructor's Signature

For Office Use Only:

\$65 Non-Refundable, Non-Transferrable fee (cash, Visa/MasterCard or cheque **dated for today's date**)
Extra technician fee if over 3 hours \$20/hr (cash or cheque **dated for today's date**)

Date received: _____ Method of Payment: _____ Staff initials: _____