

Cat in the Cream Coffeehouse Reservation Request Form

* More Information = Better Show *

Date of Show: _____ **Day of Week:** _____

Weekly (Weekly gatherings may occasionally be pre-empted by other events)

Reservation begins Soundcheck Event Begins Event Ends Reservation Ends

Title of Event: _____

Short Description of Event (for publicity): _____

Long Description of Event (to provide information to the Cat staff)

Sponsor of Event (if applicable): _____

This event is Public (may be listed in the Cat's publicity materials) Private

No admission fee or donation may be requested without written permission.

- No admission fee or donation will be requested.
- We would like permission to request a donation (please attach justification).
See back for full donation policy.

No food or drink for distribution may be brought in without written permission.

- Folks may purchase food and drink from the Cat at the counter.
- No one should need to eat or drink during this event, so the counter does not need to be open.
- We would like permission to bring in food or drink (please attach justification).

Sound Reinforcement:

- Unamplified (no sound reinforcement needed).
- Description of sound needs is attached (REQUIRED for consideration of the request).
Please provide specific information about the number and type of performers, their instruments, their arrangement on the stage (a stage plot would be helpful), and how you expect instruments and voices to be amplified (# of microphones, direct input boxes, etc.)

Room Set-Up:

- Tables and chairs Rows of chairs Open floor Other (please explain)

Please see the back of this form for further information.

Person in charge of event: _____ **Phone:** _____

Address / OCMR: _____ **Email:** _____

Person completing this form (if not person in charge of event): _____

Charges to be billed to - College Account (FOAP) or T#: _____

Send bill to: _____

_____/_____/_____
Applicant Signature Date Student Organization Advisor Signature / / Date

Please Note:

- Alcohol is not permitted in the Cat.
- The piano may not be removed from the stage (it may be rolled onto the stage addition).
- There is no charge for having a program at the Cat, but a \$50 fee will be assessed to all no-shows, and a \$25 fee will be assessed to programs that are cancelled within 7 days of the scheduled event. Additional fees may be assessed for policy violations or equipment damage due to carelessness.
- Respectful Language Policy: The Cat staff supports language that respects all aspects of people. Degrading remarks based on race, class, gender expression, sexuality, age, ability and religion are not welcome here.
- Reservation Change Policy: Once the Cat staff has approved a request, none of the show information (including adding performers to the bill, changing the title or time of the show, or changing sound equipment needs) may be changed without further approval by the staff. Any such requests must be submitted no later than noon on the Tuesday that is at least one week prior to the program.
- Donation Policy: The Cat is, by charter, a free space. There is no charge to have a show at the Cat (even though there are staffing and other costs that exceed food revenue), and no one may be charged to attend a show at the Cat. Permission to request a donation is rarely given, and must be to raise money for a cause (not to pay performers or offset expenses). When permission is given, no one may be stationed at the entrance to request donations, nor may presenters ‘pass a hat.’ When permitted, a table with a donation jar may be set up away from the entrance, with signage explaining the purpose for which donations are being requested. When a donation is requested, no one who is unable or unwilling to make a donation may be discouraged from attending the show. A suggested donation amount may not be mentioned in show publicity or from the stage.