



Donald W. Reynolds Performance Hall  
**Rental Application**

UCA Public Appearances  
 Donald W. Reynolds Performance Hall  
 201 Donaghey Avenue  
 Conway, Arkansas 72035  
[www.uca.edu/reynolds](http://www.uca.edu/reynolds)  
 Fax: (501) 852-2375

**Organization/Event Information**

Organization: \_\_\_\_\_ Attendance Number Expected \_\_\_\_\_  
 Event Title \_\_\_\_\_ Event Date \_\_\_\_\_ Event Start Time \_\_\_\_\_  
 Brief Description of Event \_\_\_\_\_  
 Is this event being used as a political or religious cause?  Yes  No If yes, please explain: \_\_\_\_\_  
 Will you use a piano for your event?  Yes  No \_\_\_\_\_

**Rehearsal and Performance Schedule**

Date(s)	Arrival Time	Activity (Rehearsal, Technical, Performance)	Departure Time

**Contact Information**

**Primary Contact**

Name:
Work Phone:
Cell Phone:
Fax:
Email:

**Secondary / Technical Contact**

Name:
Work Phone:
Cell Phone:
Fax:
Email:

- This is a ticketed event (UCA reserves the right to require income participation for certain ticketed events)
- We would like UCA Ticket Central to handle our ticket sales, including internet sales.
- There is an admission charge                      Price(s) of Admission: Gen. Admiss                      Reserved
- Merchandise (includes programs) will be sold.                      Items to be sold:  
 (RPH House Policy requires 20% of gross sales to house if we sell your items; 15% of gross sales if you sell items)

**Rental Fees**

External Organizations: \$1000 per eight-hour day; \$500 per four-hour block (\$100 ea. Additional hour) plus the direct costs of required and/or requested UCA personnel, equipment, or services.

UCA Organizations charging admission: \$350 per eight-hour day (\$50 each additional hour) plus the direct costs of required and/or requested UCA personnel, equipment, or services. Half-Day rates are not available.

When no admission fee is charged by University sponsored or recognized activities, rental fees are waived. However, these activities must pay the direct costs of required and/or requested UCA personnel, equipment, or services.

**Internal Use Only**

	Approved	Rental Fee		Deposit Due Date	
	Denied	Direct Costs		Final Payment Due	
By		Total			
Date		Signature			