

**Isla Vista Theater & Embarcadero Hall
Event Inquiry Form**

IV Theater & Embarcadero Hall are fully staffed buildings that operate on a recharge basis. While there is no rental fee for the actual facilities, there is a cost for labor and equipment. All charges are billed at an hourly rate and are based on actual equipment usage on event day. The information below will allow us to provide you with an estimate.

Title of Event: _____

Student Group/Department: _____ Date of Event: _____

Contact Name: _____ Email: _____

Have you completed a room reservation through Astra? _____

Room Requested : ____ IV Theater 1 ____ IV Theater 2 ____ Embarcadero Hall
(Please see osl.sa.ucsb.edu/scheduling for room reservation information.)

Please mark your equipment needs:

Projector: ____ No ____ Yes

Computer Type: ____ Lectern ____ Personal Laptop (Note: IVEH cannot provide adaptors ie: Mac adaptors)

Are you showing videos or PowerPoint with audio? _____

Number of Microphones: ____ Wireless Handheld ____ Wireless Clip-On ____ Wired Handheld

(Max number of wireless for each space: IV1 - 3 mics, IV2 - 2 mics, EH - 2 mics)

If you are showing a tv show/films/etc, have you requested rights? _____

Additional Equipment Requested: (ex: blue ray/DVD player, LED Event Lighting, chairs, tables, etc.)

What time would you like access to the theater? _____

What time would you like to open doors to the public? _____

What time does your event start? _____

What is the approximate end time of your event? _____

Will you have an intermission? _____ Is this a ticketed event? _____

What is your anticipated attendance? _____

Will you be serving food during your event? If so, what food will you be serving?

Have you applied for event insurance with OSL? _____

Who are we billing? ____ AS Account ____ OSL Account ____ Recharge Number

If selecting recharge what is the account number? _____

Please note that attendance to the Minor Events Committee (Wednesdays 12-1, SRB 2293) is required by OSL for all Registered Campus Organizations hosting an event (expect general membership and officer meetings)

Please return completed form to kate.williams@id.ucsb.edu