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