

George & Sharon Mabry Concert Hall Guidelines for Use & Rental

The APSU Music Department and the Morgan University Center and Event Services Office are pleased you have chosen us to host your event. Our goal is to make every event the best it can be. This publication is to assist you in the reservation process and to describe the policies and procedures pertaining to the George and Sharon Mabry Concert Hall.

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Department of Music

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Reservation and Event Procedures

To Reserve the Mabry Concert Hall

1. Contact the Music Department Academic Assistant (music@apsu.edu / (931) 221-7818) to request date and time, and to confirm availability. A follow-up meeting may need to be scheduled with the Technical Director to discuss your needs prior to completing the reservation.
2. The Academic Assistant will tentatively hold your booking prior to your official reservation request with Event Services. Follow this link to book your reservation: <https://www.apsu.edu/university-facilities/reservations/index.php>.
3. Submit a copy of your technical rider to the Technical Director. The Technical Director may contact you to schedule a meeting/walk-through to discuss your technical and facility needs.
4. The Music Office will send estimated personnel and technical costs to the Event Services office who will prepare the contract
5. Sign the contract and return to the Event Services office.
 - a. The University requires a Certificate of Insurance listing APSU as additionally insured for at least \$1,000,000.
 - b. A deposit of ½ of the total cost is required upfront and the balance is required at the close of the event.
6. You will receive a confirmation email from Event Services after you have signed the contract and paid the security deposit. Space reservations will not be confirmed until program plans have been reviewed and all necessary arrangements completed. See the information below for facilities, equipment, and technical needs.
7. You will be invoiced by Event Services after your event. Payment is expected within 30 days of event.

Request and Reservation Timeline

Event Services requests a minimum of ten (10) business days to complete the reservation/contract process. Requests for reservations that are made less than three (3) business days in advance MAY be granted if time and space allow. If a request is made for an event six months out, that request may not be processed immediately.

Both Event Services and the Music Department should be notified of space cancellations 24 hours prior to the scheduled event time. Two “no shows” without notification will result in denial of space requests and/or cancellation of space already reserved for the remainder of the semester. In the event of a “no-show”, you will lose your security deposit and may be charged for staff that were hired to work the event.

Description of Cost and Fees

Costs and fees are set by the University in consultation with the Technical Director and determined by the following factors:

- The number of hours/days for the rental
- Additional rooms requested
- Technical demands (lighting, sound, projection)
- Custodial needs

Standard or typical costs include:

1. Daily rate of \$1,000
2. Security deposit estimated at one-half of the total rent
3. Technical Staff
 - a. Hourly rates for technical staff will be determined by the Department of Music, Event Services, and the Mabry Hall Technical Director
 - b. Technical Staff includes:
 - Event Technical Manager (required)
 - Audio, Lighting, and/or Video Technician (event dependent)
 - Stage Manager/ Stage Hand (optional)
 - c. There is a 4-hour minimum for any technical staff
4. Custodial staff rate of \$200
5. Additional fees:
 - a. MMC 130 (Opera Rehearsal), MMC 147 (Choral Rehearsal), and MMC 152 (Instrumental Rehearsal): \$100 per day / per room
 - b. There is no additional fee for use of the dressing rooms; however, you must communicate prior to your event that you wish access to these.
 - c. Tables and Chairs: Table and chair delivery is free. However, if you would like APSU staff to set-up / strike tables/chairs, an additional fee is assessed.
 - d. Platforms and Risers: An additional fee is assessed if platforms and/or risers are requested
 - e. Stage Setup: An additional fee is assessed for any stage setups and configurations that are outside of the standard arrangement including opening stage doors, removing flown acoustic ceiling panels or other flown equipment, changing position of orchestra pit, and/or adding additional seating to the Concert Hall.

The projected total cost for your event will be determined after you meet with the Technical Director and your event's Technical Manager.

All costs on the contract are based on the information provided. If an event requires changes to rooms, equipment or labor (including charges for damages and unexpected custodial needs), the final charges will be adjusted accordingly.

Users who misrepresent an event or affiliation in order to avoid fees and charges may incur additional charges and may have their reservation privileges suspended. The Director of Event Services or designee makes these determinations.

Sponsors are responsible for damages to the facilities or equipment or for inadequate clean-up and will be charged for the complete repair, replacement or cleaning of facilities or equipment.

Technical Requirements

The George and Sharon Mabry Concert Hall is equipped with the AV technology described below. Consult with the Technical Director for technical needs that are beyond the scope of APSU's inventory. All outside technical hires and work to be completed must be pre-approved by the Technical Director during the contract negotiation phase of reserving the hall.

An event Technical Rider is the ideal means of communicating your event needs to the Technical Director and event's Technical Manager. Providing inadequate or incorrect information may result in a breach of the contract and damage to University facilities and equipment. The event sponsor will pay costs of any additional equipment or technical personnel required by the rider.

**Items marked with an asterisk (*) require the services of an AV Technician. (Labor rates as specified by the Event Services Office). Events requiring any AV Technicians also require a meeting with the Technical Director and event's technical manager.*

Staff and Audio/Visual Equipment*

Technical Director: Austin Peay State University employees a full-time Technical Director for the Mabry Concert Hall. This technical director is the responsible for the overall operations and maintenance of the Concert Hall and technical assets. The Technical Director will serve as the main pre and post production point of contact and is responsible for filling the staffing needs for events.

Technical Manager: All non-Austin Peay events and any reservation outside of APSU's normal operating hours (8:00a- 4:30p Monday - Friday) will be required to have a Technical Manager on Staff. *Labor rates as specified by the Event Services Office.* The Technical Manager is responsible for the overall technical management of the event, serves as the main point of contact during the event, and performs basic projections, lighting, and sound. The Technical Manager does not serve as a replacement for needed lighting or audio technicians, technical assistants, or custodial or security staff. The Technical Manager is required to be an employee of Austin Peay State University, or approved APSU contractor.

Sound Amplification: The technical booth houses a Beringer X-32 console with basic instrumental and vocal microphones, microphone stands, stage monitor capabilities and house speakers. Specific equipment needs (including number, type, and general location of microphones) should be noted in the technical rider and confirmed well in advance of the event date. If equipment rental is required, contact the technical director to confirm eligibility, costs, and coordination with providers. Any event that involves live sound that requires more than three (3) handheld speaking vocal microphones will be required to have sound technician on staff. *Labor rates as specified by the Event Services Office.* Groups may bring in outside sound technicians or contractors, however these contractors must be vetted by the Technical Director prior to the event. Settings on sound consoles must be restored to default after the event. Outside contractors are the responsibility of the reserving group, and any damages caused by outside contractors will be the responsibility of the reserving group. Additional fees may be assessed if settings and equipment are not restored to default settings.

Lighting: The Concert Hall is equipped with basic theatrical lighting. Front lights are not gelled (colored). LED down lighting is included to provide color and depth on the stage. Two follow-spots are also available (from the 3rd floor balcony / follow-spot room). Lighting needs beyond these capabilities should be noted on the Tech Rider, discussed with the Technical Director, and included on the reservation. Any event that requires the use multiple lighting cues or changes will be required to have a lighting technician on staff. *Labor rates as specified by the Event Services Office.* Groups may bring in outside lighting technicians or contractors, however these contractors must be vetted by the Technical Director prior to the event. Outside contractors are the responsibility of the reserving group, and any damages caused by outside contractors will be the responsibility of the reserving group. Advanced lighting needs may incur additional fees (to focus lighting before the event and to return lighting to it standard arrangement after your event).

Video/Streaming: The Concert Hall is outfitted with three PTZ cameras mounted in the house along with and ATEM Studio video switcher and dedicated X-32 for streaming and recording. Groups that wish to record or livestream events will be required to have a video technician. *Labor rates as specified by the Event Services Office.* Groups will not be allowed to record or stream any copyrighted materials including but not limited to audio, graphics, videos, or performances. The Technical Director will require proof of licenses and agreements for any copyrighted works to be recorded or livestreamed. Groups who wish to livestream events will be responsible for setting up the live stream and providing the needed information to the video technician. Austin Peay and the Department of Music will not stream and events on their controlled social media and web accounts for non-departmental events. In the event of an internet outage hall staff will do everything to restore connection and streams; however, Concert Hall staff is not responsible for any outages or disruptions to the live stream, and cannot actively monitor the stream. Groups may receive a recorded copy of the event for an additional determined by the Technical Director and Event Services Office.

Projection: The Concert Hall is outfitted with one projector, as well as one large screen.

Timeline for AV Needs: *Any prerecorded music, video, and/or audio visual presentations must be submitted in an acceptable format at least three days prior to the event to ensure that it is compatible with the hall's equipment. Non-downloadable formats such as YouTube, Vimeo, etc. will not be accepted. If submitted less than 72 hours in advance of the rehearsal period or performance, the staff are not responsible if it does not function correctly.*

Additional Equipment

Chairs and Stands: Musician chairs and music stands are available for almost any size group.

Platforms and Rises: Choir risers are available for groups up to 100 persons. Platforms are available for basic needs (orchestral / jazz band / etc...).

Percussion: Percussion equipment, electronic keyboards, amplifiers and instruments may be used only with the prior permission of the appropriate faculty member.

Pianos: The Concert Hall houses a Steinway Concert Grand and a Bösendorfer Concert Grand piano. The pianos only may be used with special permission from the chair of the Department of Music.

Lecterns: The Concert Hall has two lecterns.

Consumables: The Mabry Concert Hall is not responsible for providing any consumables such as tape, confetti, or snow. Additional fees may be assessed if consumables from the Concert Hall's inventory is used.

Other Equipment: Users and groups may bring in additional equipment (lights, microphones, set pieces, etc.) for events and shows. However, Mabry Concert Hall Staff will not be responsible for obtaining, setting up, or storing, any equipment that is not owned by the Mabry Concert Hall, Department of Music, or Austin Peay State University. Additionally, to prevent damage to any equipment, battens, or facilities, the Technical Director may deny the use of additional equipment. Any event requiring additional, outside equipment will require a pre-production meeting with the Technical Director.

General Information & Procedures

Description of the Facilities

The George & Sharon Mabry Concert Hall is a 532 seat venue. With the orchestra pit lowered to house level, total seating is 592. In addition to the concert hall, users also have access to three dressing rooms adjacent to the concert hall. Three rehearsal rooms adjacent to the concert hall are available for additional fees, pending availability. With prior notification, the box office, lobby and mezzanine are also available at no additional charge.

Pre-Inspection Walkthrough

It is the responsibility of the group to complete a pre-event walkthrough and note and damages or issues to the Concert Hall's Technical Director. A copy of the inspection form used is at the end of this document.

Post Event

At the conclusion of an event, groups must remove all belongings from the Mabry Concert Hall and the Music and Mass Communication Building. Due to the high volume of events in the Concert Hall, equipment and/or belongings cannot be stored in the building or Concert Hall for any period of time.

Final Walkthrough

At the conclusion of an event the Technical Manager will walk through the concert hall and building and inspect and note any damages, cleaning needs, left materials, and overall shape of spaces. The Technical Manager will report these issues and final labor hours to the Technical Director, Department of Music and Event Services to issue a final invoice. A copy of the inspection form used is at the end of this document.

Building Access

If you will need access to the building on evenings or weekends (anytime outside of regular business hours [8:30am-4:00pm, M-F]), special arrangements will need to be made with the Event Services office and Campus Security to ensure buildings/rooms will be unlocked. This will need to be communicated to Event Services as you negotiate your contract. A member of the hall's technical staff is required to be present for the entire duration of a reservation for outside events or events that are outside of regular business hours, including setup times, the duration of the event and

strike/cleanup times. (*Labor rates as specified by the Event Services Office*)

Furniture and Room Arrangements

Only MMC Staff may move furniture and equipment in the MMC building. If you need to alter the furniture equipment or general set-up of a room (including the concert hall and lobby) contact the concert hall staff.

Parking

During business hours parking on campus is reserved for students, faculty and staff. A guest parking pass is required for all non-campus personnel. You may park for load-in and strike in the loading dock area, located on Jackson Alley, behind the Concert Hall. Discuss your parking needs as you negotiate your contract. You may need to contact Campus Parking and Transportation at (931) 221-7405 or parking@apsu.edu for more information or to receive a guest pass. A parking map is available at https://www.apsu.edu/map/pdf/MapParkingAreas_2017.pdf

Food and Drinks

Food and drinks are allowed in most spaces except the Concert Hall where food and drinks are not permitted at any time. This includes all parts of the Concert Hall including the house, backstage, wings, workshops, storage, and sound/light locks. Water is permitted only in sealed containers. Any food or drinks found in the hall (including but not limited to pieces of food, bottles, wrappers, spills, boxes, etc.) during an event or during the Technical Director's final walk through may result in additional cleaning fees being assessed.

Restricted / Prohibited Items

The following Items are not permitted in the Music/Mass Communications Building: (This list is not exhaustive and further materials may be subject to restriction. Contact the Technical Director for other questionable items):

- Glitter
- Feathers
- Oil based haze/fog
- Sequins
- Confetti, artificial snow, or other "dropped material" unless given permission from the Technical Director
- Spray string (silly string)
- Helium balloons
- Candles / open flames

Tobacco, Alcohol and Illegal Substances

Austin Peay State University is a smoke-free campus. Smoking is prohibited in university buildings, grounds, and state-owned vehicles. This policy includes E-cigarettes or any product that allows users to inhale and exhale nicotine-bearing vapor. For additional information on the smoking and clean air policy visit: [Policy 5:002 Smoking and Clean Air](#)

Alcoholic beverages are not permitted on campus except where policy allows. For more information visit: [Policy 7:005 Alcoholic Beverage Use and Possession](#).

Decorations/Posting

No materials or signs of any kind may be affixed to walls, ceilings, equipment or other areas of the facility without approval from an authorized MMC staff member. Blue painters tape and poster putty is allowed on all wall surfaces. Only cloth backed and / or plastic tape is allowed for use on the stage floor (gaffers tape and spike-tape only). Groups will be responsible for any damage caused by decorations or tape. This may include but is not limited to repainting of the stage or walls, structural repairs of wall of floors, or replacing damaged equipment.

Any decorations or set pieces that are hung from battens above the stage must use hardware that is OSHA approved for overhead hanging. If in doubt, the MMC Technical Director will make the determination.

Custodial Services and Cleaning

Based on the scope of your event, APSU may require an on-site custodian to manage the building (trash, paper products, restrooms, etc..) during your event. This will be negotiated prior to your event and reflected on the contract. After your event, the Technical Director will inspect the facility and determine if an additional cleaning charge is necessitated. This may include public areas near the venue that can be proven to have been littered by guests or participants of the event. This also applies to damages to the facility and adjacent areas, including rest rooms, incurred by guests of the event.

Seating Capacity

Admitting audiences that exceed maximum seating capabilities is a violation of Fire codes and is not permitted. The Technical Director has the authority to deny entrance of audience members or event participants in excess of seating capacity. The event coordinator is responsible for ensuring that ticket sales do not exceed the facility or the concert hall arrangements described on the contract.

Security

MMC Staff cannot act as security for events. Groups sponsoring events that are likely to attract crowds near or in excess of the established room or space capacity may be required to hire APSU Police/Security Officers to provide security and crowd control. See Police Staffing Matrix available at <https://www.apsu.edu/university-facilities/reservations/policies-and-guidelines/policematrix.php>. Contact APSU Public Safety at (931) 221-7786

Automated External Defibrillator (AED)

The Music/Mass Communications building has an AED station located in the main lobby area near the elevator on the first floor.

Exits and Pathways

Doors, aisles within rooms, main corridors, hallways, and stairwells must be kept free and clear of any materials that will block, hinder, or slow egress during an emergency.

Fire Doors

The use of doorstops to hold open fire doors is not permitted by fire code. These doors are used as part of a passive fire protection system to reduce the spread of fire and smoke between sections of the building.

Catering and Concessions

You may use APSU Catering or an outside contractor for meals, receptions, or concessions in the lobby. Concession tables must display signs that remind patrons that no food or drink is allowed in the concert hall. All food/drink items must be consumed prior to entering the venue or thrown away. Any food or drinks found in the hall (including but not limited to pieces of food, bottles, wrappers, spills, boxes, etc.) during an event or during the Technical Director's final walk through may result in additional cleaning fees being assessed. Contact APSU Catering (Sodexo) at (931) 221-7016.

Copyright and License Information

Pre-recorded audio and video (CDs, DVDs, Blu-ray) that are rented or sold by stores and suppliers throughout the United States are licensed by the copyright owner for home use only.

The U.S. Copyright Act states that the copyright owner has the right "to perform the copyrighted work publicly." U.S. Code, Title 17, Section 106. This right remains with the copyright owner and is not transferred to the purchaser or lessee of a cassette.

Since many film/video titles are protected by the U.S. Copyright Act, permission from the copyright owner for a public performance license is required before the work can be performed or broadcast publicly.

To perform or display a work "publicly" is defined as:

- *To perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered...U.S. Code, Title 17, Section 101.*
- *"Performances in places such as clubs, lodges, factories, summer camps and schools are public performances subject to copyright control." H.R. Rep. No. 94-1476, 94th Congress, 2nd Session (1976) pg. 64.*

Anyone that violates the U.S. Copyright Act subjects him/herself to statutory damages, forfeiture of equipment and tapes, attorney's fees and costs of litigation. The penalties for copyright infringement may also include substantial fines and imprisonment. *

Frequently Asked Questions About Copyright

Q: "Do we need a license if we are not charging admission?"

A: Yes, the copyright laws apply whether or not admission is charged.

Q: "What about tapes that I own?"

A: The purchase or rental of a DVD from a local video store or rental outlet is for home use only and does not carry with it the right to show the work in a public or semi-public place. Also, ownership of a DVD that contains an unlawfully copied movie/song is a violation of copyright laws.

Q: “Can I tape a television program at home and show it at my organization’s meeting or event?”

A: Each station network has different procedures and policies. Check with the Facilities office.

Q: “What about Netflix or similar streaming services?”

A: The same rules apply for these services as for rented and purchased DVDs, etc.

*Borrowed from *Public Performance Videocassette Programming with Swank Motion Pictures, Inc.*

Important Contact Information

Morgan University Center and Event Services	(931) 221-6617
Department of Music	(931) 221-7818
Mabry Concert Hall Box Office	(931) 221-7818
Mabry Concert Hall Technical Director	(931) 221-7813
APSU Campus Police	(931) 221-7786
Campus Parking and Transportation	(931) 221-7405
Sodexo Catering	(931) 263-4390

Mabry Concert Hall Inspection Checklist

Group:	Primary Contact:
Reservation Dates:	Spaces Used:
Pre-Inspection By:	Post-Inspection By:

Key & Abbreviations:

NC: Needs Cleaning

NSC: Needs Spot Cleaning

NP: Needs Painting

OO: Out of Order

NR: Needs Repair

RP: Needs Replacing

SC: Scratched

Other: _____

	Mabry Concert Hall House				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Trash					
House Main Level					
Floors					
Walls					
Chairs					
Railing					
Doors					
Elec. Fixtures					
Light Bulbs					
House Balcony Level					
Floors					
Walls					
Chairs					
Railing					
Doors					
Elec. Fixtures					
Light Bulbs					
House Sound/Light Locks					
Floors					
Walls					
Doors					
Light Bulbs					

	Mabry Concert Hall Stage				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Trash					
Main Stage					
Floors					
Acoustic Doors					
Acoustic Ceiling Panels					
Battens					
Electric Winches					
Down Lights					
Electrical Sockets					
Orchestra Stage					
Floors					
Walls					
Electrical Sockets					
Electrical Sockets					
Railings and Barriers					
Stage Right Wing					
Floors					
Walls					
Electrical Sockets					
Arbor/ Counterweights					
Comm Headset					
Lighting Control Box					
Stage Left Wing					
Floors					
Walls					
Electrical Sockets					
Winch Drums					
Comm Headset					
Piano Storage					
Floors					
Walls					
Electrical Sockets					

	Mabry Concert Hall Equipment				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Sound					
Wireless Handheld Microphones					
Wireless Microphone Packs					
P16s					
Wired Microphones					
XLR Cables					
X32					
S16 Stagebox					
DI Boxes					
Mic Stands					
Snakes					
¼" Cables					
Main House Speakers & Subs					
Balcony Speakers					
Lights					
Aux Can Lights					
Aux Ellipsoidal Lights					
Q Pars					
Lighting Trees					
ETC Ion Console					
DMX					
Power Cables					
ETC Gateways					
EatherCon					
Instruments					
Steinway Piano					
Bosendorfer Piano					
Harpsichord					
Organ					
Organ Speakers					
Stage Misc.					
Concert Chairs & Racks					
Stage Risers					
Music Stands					
Concert Shells					
Conductor Podium					

Lecterns					
Tables					
Video					
PTZ Cameras					
Hyperdeck Recorders					
X32 Compact					
Video Switcher					
Camera Controller					
SDI Cables in Control Room					
SDI Cables in House					
Smart View Monitor					
Multiview Monitor					
Projection/Show Control					
Projector					
Production Computer					
Audio Interfaces					
Reference Speakers					
NAS Storage					
Stream Decks					
Decklink Duo					
Multiview Monitor					

	Mabry Concert Hall 3rd Floor Level				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Trash					
Projection Booth					
Projector					
Follow Spots					
Audio Monitor					
Speakers					
Fans					
Floor					
Walls					
Ceiling					
Lights					
Electrical					
Window					
Communication Headsets					
Catwalks					

Floor					
Stairs					
Railings					
Electrical Outlets (Eddison)					
Electrical Outlets (Stage Pin)					
DMX Cables					
Lighting Fixtures					
Work Lights					

	Mabry Concert Hall Control Room				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floor					
Walls					
Acoustic Treatment					
Ceiling					
Lights					
Windows					
Electrical					
Furniture					
RF Blades					
Network Switches					
Racks					
Lighting Control Box					
Comm. Headsets					
Trash					

	MMC Lobby				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	MMC Mezzanine				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					

Light Bulbs					
Trash					

	MMC Ticket Booth				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Counter					
Gate					
Trash					

	MMC Hallways				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	Dressing Rooms				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Men's Dressing Room					
Floors					
Walls					
Furniture					
Sinks					
Toilets					
Showers					
Trash					
Light Bulbs					
Women's Dressing Room					
Floors					
Walls					
Furniture					
Sinks					
Toilets					
Showers					
Trash					
Light Bulbs					
Dressing Room A					
Floors					
Walls					
Furniture					
Sinks					
Toilets					
Showers					
Trash					
Light Bulbs					

	Additional Space Used:				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	Additional Space Used:				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	Additional Space Used:				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	Additional Space Used:				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

Additional Comments/ Notes:
