

**Berklee**

COLLEGE OF MUSIC

## Application for Lease

Thank you for your interest in leasing The Berklee Performance Center, David Friend Recital Hall, or Café 939.

Please answer the following questions so that we may ascertain your experience in concert promotion.

Please check the Berklee Facility/Facilities that you are interested in using:

Berklee Performance Center

David Friend Recital Hall

Café 939

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Phone #: ( \_\_\_\_\_ ) - \_\_\_\_\_

4. Fax #: ( \_\_\_\_\_ ) - \_\_\_\_\_

5. Email: \_\_\_\_\_

6. Firm Name (Firm name that will appear as "Lessee" on contract): \_\_\_\_\_

7. Firm Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Firm Phone #: ( \_\_\_\_\_ ) - \_\_\_\_\_

9. Firm Fax #: ( \_\_\_\_\_ ) - \_\_\_\_\_

10. Website: \_\_\_\_\_

11. Who is authorized to sign for your firm? \_\_\_\_\_(Name)  
\_\_\_\_\_ (Title)

12. How many years have you been in the concert promotion business? \_\_\_\_\_

13. Is promotion your full-time occupation? \_\_\_\_\_

14. What artists/events have your promoted?

Artists/Events Promoted	Performance Date	Venue	Venue Capacity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15. Has any artist, agent, or manager ever sued you for payment? \_\_\_\_\_

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16. Have any complaints been filed against you by the AF of M, or any other guild or union in conjunction with previous promotions? \_\_\_\_\_

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

17. Have you ever been cited for fire or public safety violations by any governmental agency? \_\_\_\_\_

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

18. Please describe the event you would like to promote. Include artist(s) to be featured.

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19. Also, please enclose promotional information pertaining to the artist/event that you would like to promote.

Which type of information are you enclosing? (check all that apply)

Artist Bio

CD

CD-Rom

Press Release

Program from previous event

Other

(Please describe): \_\_\_\_\_

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**REFERENCE SECTION**

1. Please list below talent agents you have worked with.

Agent	Artist(s) Represented	Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____

2. Please list below Venue Managers you have worked with.

Venue Manager	Venue Address	Phone #
_____	_____	_____
_____	_____	_____

3. Please list below two (2) credits and/or trade credit references.

Reference/Contact	Address	Phone #
_____	_____	_____
_____	_____	_____

3. Bank Reference

Name & Address of Bank: \_\_\_\_\_  
\_\_\_\_\_

Phone #:(\_\_\_\_\_) - \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account #: \_\_\_\_\_

Please understand that the above information is received in confidence and is intended for use by this office only. Applicants are not required to submit any personal information. However Berklee College of Music reserves the right to pass upon any applicant on the basis of information submitted or not submitted Berklee College of Music also reserves the right to contact anyone listed on this application. Thank you for your interest in our venues.

Respectfully,

Cathy Horn  
Director of Concert Operations