



# PALACE OF FINE ARTS LEAGUE, INC.

3301 Lyon Street, San Francisco, CA 94123 · 415-563-6504

## LICENSEE APPLICATION

Thank you for your interest in the Palace of Fine Arts. Please review and verify all information on this application. The primary contact person should be an officer of the corporation or authorized agent. If your organization is not incorporated, you must list the legal name of the sole proprietorship or the legal names of all partners.

Primary Contact	
Title	
Organization	
Address	

Phone	
Cell	
Email	

Tech Contact	
Phone	
Cell	
Email	

FOH Contact	
Phone	
Cell	
Email	

### Event Information

Name or Title:	
Description:	

	Date	Start Time	Stop	Notes
Load IN				
Setup/Reh				
Setup/Reh				

	Int.			
Performance(s)				

Reception(s)				
Load OUT				

Licensee will be required to load out all equipment following the engagement, and all lighting, sound and staging must be restored to its original state unless other arrangements have been made in advance.



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## Labor Requirements

Licensee will be responsible for all labor costs associated with the engagement. The Palace of Fine Arts employs members of IATSE Local 16. Licensee is required to follow all rules and regulations with regard to contract provisions and jurisdiction, and should plan the schedule accordingly.

## Technical Requirements

Please attach any available drawings, schedules, lighting plots, stage and scenery setups and any other information that you believe would be useful in determining an estimate of expenses for your engagement. Lighting, sound, AV, and other equipment that is considered an additional cost will be charged to Licensee’s engagement; please see the rate sheet for further information. This information will be used to provide the Licensee with an estimate of expenses, but in any case Licensee will be responsible for any and all costs associated with the engagement.

## Ticketing

Ticketing is run through the Palace Arts Box office unless expressly agreed upon prior to Agreement completion. Event tickets are NOT permitted to be on sale prior to the application and deposit being received.

## Catering

Cow Hollow Catering Company serves food and beverages in the theatre lobby when the box office opens to the public and during intermissions, if applicable. Backstage hospitality is also available as are catering services for receptions. Alcohol sale and service is available through Cow Hollow Catering. Licensees may not sell or distribute alcohol to the general public.

## Security

The Palace of Fine Arts Theatre, at its sole discretion, shall determine the security needs for Licensee’s engagement. At minimum, the Licensee shall be responsible for providing security at the stage door during the times and dates specified above for the engagement.

## Deposit and License Agreement

A non-refundable deposit made out the **Palace of Fine Arts League** is required to confirm a date. Upon acceptance of the application and receipt of the deposit, the application will be incorporated into a License Agreement as **Addendum A**. Licensee must agree to the terms and conditions of a fully executed Agreement prior to the start of the engagement.

**ACCEPTED AND AGREED:**

**FOR LICENSEE:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_