

RENTAL CHECKLIST

Modlin Center for the Arts at University of Richmond

Phone: 804.287.6601

Email: coneil@richmond.edu

Website: modlin.richmond.edu

Review available Venues:

Visit <http://modlin.richmond.edu/about/rental-inquiries.html> to review spaces available for rent, rates and policies.

Review Calendar:

View the [Centralized Scheduling Calendar](#) and click "Modlin Center" filter at top right to check space availability.

Complete and Submit a Reservation Request Form:

A Reservation Request Form is available online at <http://modlin.richmond.edu/about/rental-inquiries.html>. Please note that we accept reservations no less than eight weeks in advance of the event date.

Have the following information ready:

- Date and time of event
- Venue you are most interested in
- Details of the event or performance

The renter will be contacted via email acknowledging receipt of the request. If possible, information will be included about the availability of the date.

For further questions about space availability or to arrange a meeting or walk-thru of venue, contact the Operations Manager at 804.287.6601 or coneil@richmond.edu.

Confirmation of Hold Letter:

The Operations Manager will send an email confirming theatre availability and that the date is being "held." Accompanying materials will include a Technical Requirements Form and other pertinent information. A "hold" is not guaranteed until the contract is signed and returned with a deposit. If your event is ticketed, you will need to complete a Ticketing Services form.

Complete Event Planning Form:

Provide details of your event, such as number of microphones, staging details, dressing rooms needed, etc. If you are bringing in an outside performer or speaker, we must review contract riders before you sign them. The form is available at <http://modlin.richmond.edu/about/rental-inquiries.html>.

Complete Ticketing Services Form:

All ticketing must be managed by the Modlin Center Box Office. The form is available at <http://modlin.richmond.edu/about/rental-inquiries.html> or contact the Modlin Center Box Office at least four (4) weeks in advance of your event at 804.287.6023 or jbuford@richmond.edu. The box office can print tickets for your distribution or it can print and sell your tickets. No tickets will be issued until a contract is executed and the deposit and Ticketing Services form have been received.

Date Contacted Modlin Center Box Office:

Contract:

A contract will be drawn up outlining the agreed upon details of your event and estimated costs, as well as policies and procedures that must be followed in Modlin Center facilities. Two (2) contracts will be mailed to you for signature with a return envelope for signature.

Date Received Contract:

Sign and Return Contract:

Mail one (1) signed contract back to Modlin Center.

Please keep a copy for your records.

The signed contract must be received by Modlin Center no less than four (4) weeks prior to the scheduled event, or the event may be cancelled. A signed contract guarantees your date.

At this time, please send a non-refundable deposit to confirm your request of the space.

Mailed Contract Back with deposit:

Fully Executed Contract:

Modlin Center will execute the agreement by signing and returning you one (1) copy of the contract.

Received fully executed contract on:

Final Payment:

Final payment for rental balance and technical charges is due within 30 days of the issue date of bill for the event.

Payment Due by:

OTHER CONSIDERATIONS**Insurance:**

The University requires non-campus users to provide a certificate of liability insurance. This can be purchased through TULIP at <http://events.richmond.edu/events/policies/event-insurance.html>. If you do not provide this at least two (2) weeks in advance of the event, the Modlin Center reserves the right to cancel.

Food and Beverages:

If you choose not to use University Catering, you must complete a Food Waiver form: <http://events.richmond.edu/events/food-beverage-guide/index.html>. Contact University Catering at 804.484.1440 for more information and menu pricing.