

EVENT APPLICATION & MEMORANDUM OF UNDERSTANDING



Event Title_____

Event Date_____ Day_____ Start Time_____

Room Location_____

Sponsored by (Local Eyes, Global Harmony, etc.)_____

Event Owner (person guiding event through completion)

Name_____

Phone_____ Email_____

Event Description_____

Memorandum of Understanding between Gualala Arts and Event Owner to define roles and expectations is required for all events and must be turned in with Application. **Please complete Page 2**

Is a Contract Required? Yes___No___(Contract is required between Gualala Arts and an outside Party when payment is involved for services. (If payment is required please complete contact information below).

Name and/or DBA: _____ Contract Rider Required? Y or N

Mailing Address_____

City_____ State_____ Zip_____

Phone _____ Email_____

Payment Negotiated _____ w9 required for payments over \$600.

Ticket Price_____ in advance, +\$5 day of _____ 7-17 free Y or N_____

Online Tickets Needed Y or N_____ Physical Tickets Needed Y or N_____

Reservations Needed Y or N _____ Liquor License needed Y or N _____ Cash Boxed Needed Y or N_____

Food Requirements_____

Initial Publicity Requirements: To be included at the time of Application submission: Please include(1) a description of the event, (2) any images relevant to the event should be provided with a minimum of two images but preferably five (3) Images should be 1500 x 2100 pixels (5x7 300 dpi) please email to pr@GualalaArts.org. (4), a brief performer biography. All publicity information should be provided to the Publicity Coordinator at PR@gualalaarts.org.

Application Submitted by Signature _____ Date_____

Print Name_____ Phone Number_____

Approved:_____ Date:_____

David Susalla, Executive Director - Gualala Arts

EVENT APPLICATION & MEMORANDUM OF UNDERSTANDING



Event Title _____

Date _____ Day _____ Time _____

I understand that as an Event Owner for a performance at Gualala Arts I have the responsibility of initiating and guiding all aspects of this event through to completion. To that end I acknowledge the following:

1. I understand it is my responsibility for providing the required publicity information at time _____ Initial _____
of application and contract execution.
2. I understand it is my responsibility to serve as liaison for Contract negotiations if needed. _____ Initial _____
3. I understand it is my responsibility to work along with staff to ensure Volunteers are in _____ Initial _____
place for identified tasks.
4. I understand it is my responsibility to be the on-going interface with Artists/participants _____ Initial _____
involved in event.
5. I understand it is my responsibility to provide specific information, requirements, and _____ Initial _____
decisions regarding this event when needed.
6. I understand that as Event Owner I will be the key contact for staff inquiries regarding this _____ Initial _____
event from planning process through the performance.

Signature _____ Date _____

Print Name _____

Acknowledged: _____ Date: _____

David Susalla, Executive Director - Gualala Arts

Set up needs and notes