



# HC Media Studio 101 @ Harbor Place REQUEST FORM

Please complete the form below to request use of HC Media Studio 101 @ Harbor Place.

**Primary Contact Name:**

\_\_\_\_\_

Please print Date

**Organization/Agency Submitting The Request:**

\_\_\_\_\_

Name of organization

\_\_\_\_\_

Street Address

\_\_\_\_\_

City State Zip code

\_\_\_\_\_

Phone Number Email

**Please Select Your Space Options:**

- |                                                       |                                                          |
|-------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Full Space with Control Room | <input type="checkbox"/> Full Space Without Control Room |
| <input type="checkbox"/> TV Studio & Control Room     | <input type="checkbox"/> Front Room Only                 |
| <input type="checkbox"/> TV Studio Only               | <input type="checkbox"/> Control Room Only               |

Date(s) Requested: \_\_\_\_\_

Time Event Will Begin: \_\_\_\_\_ Time Event Will End: \_\_\_\_\_

Additional Dates Requested: set-up/break down: \_\_\_\_\_

**Rate (per 4-hour block; 4-hour minimum):**

- |                                                       |                                                      |
|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> \$100 Non-Profit Full Space  | <input type="checkbox"/> \$50 Non-Profit Half Space  |
| <input type="checkbox"/> \$200 For-Profit Full Space  | <input type="checkbox"/> \$100 For-Profit Half Space |
| <input type="checkbox"/> Other (please explain) _____ |                                                      |

***See attached Rate Card for breakdown of rates, and pricing for additional needs such as control room use, additional staff, livestream requests, et cetera.***

**Event Type:**

Please check type that best describes your event:

- |                                        |                                    |                                             |
|----------------------------------------|------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Meeting       | <input type="checkbox"/> Seminar   | <input type="checkbox"/> Film/Movie         |
| <input type="checkbox"/> Cultural Show | <input type="checkbox"/> Reception | <input type="checkbox"/> Rehearsal (Closed) |

- Dance Performance
  - Workshop
  - Lecture/Speaker
  - If 'Other' please explain:
- Conference
  - Theatrical Performance
  - Panel
- Concert/Musical Performance
  - Other
- 
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**Resources Requested:**

Please check resources needed:

- Screen/projector #1
- Screen/projector #2
- Microphone(s)
- PA system
- full studio cameras
- Staging
- lighting
- podcast set-up
- podium
- table(s)
- chair(s)
- Other

If 'Other' please explain:

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**Check All That Apply:**

- Private/For Profit
- 501(c3)
- Private/Non-Profit
- All Other

Please enter your tax-exempt number on ST-2 (if applicable) \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will an admission fee be charged to participants?  Yes If so, how much? \_\_\_\_\_  No

Will you be requesting alcohol to be served at your event?  Yes  No

Are you providing/serving refreshments?  Yes  No

Detailed Purpose & Description of Event:

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Signature

Date

## STUDIO 101 RATE CARD

	<u>Non-Profit Community</u>	<u>For-Profit Business</u>
Full Space 100 people (4hours) 2 screens/projectors lighting house sound access to kitchenette chairs 1 staff to assist	\$100.00	\$200.00
Front Space classroom 60 people (4 hours) 1 screen/projector access to kitchenette lighting house sound chairs 1 staff to assist	\$50.00	\$100.00
Back Space (TV Studio) 40 people (4 hours) 1 screen/projector lighting house sound chairs 1 staff to assist	\$50.00	\$100.00
Control room Audio PTZ cameras 1 staff operator	Donation	\$60.00 per/hour
Extra staff	Donation	\$30.00 per/hour
Podcast (live file) hour	Donation	\$30.00 per/half
Podcast Post-production	Donation	\$30.00 per/half hour
Facebook Live Stream set-up	\$60.00	
Facebook Live Stream	\$90.00 per/hour	

HC Media asks users to set-up and leave the space clean. However, if the user requires help, HC Media offers the following:

Clean-up fee	\$60.00 per hour
Room Set-up fee	\$60.00 per hour
Late fee	\$50.00 per hour

*NOTE: HC Media facilities may not, under any circumstances, be used by individuals or groups, private or public, profit or non-profit, for the purpose of conducting political fund-raising activities as provided in Chapter 55, Massachusetts General Laws. Rates subject to change without notice.*