



HC Media at Harbor Place EVENT REQUEST FORM

Please complete the form below to request use of HC Media at 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 including set-up and breakdown):

- | | |
|---|---|
| <input type="checkbox"/> \$150 Non-Profit | <input type="checkbox"/> \$250 For-Profit |
| <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) |
| <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Conference | <input type="checkbox"/> Concert/Musical |

- Workshop
 - Lecture/Speaker
 - Theatrical Performance
 - Panel
 - Performance
 - Other
- If 'Other' please explain:

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:

Check All That Apply:

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

**If Yes, please refer to our User Agreement for the Alcohol Policy*

Are you providing/serving refreshments? Yes No

Detailed Purpose & Description of Event:

Signature

Date

HC MEDIA AT HARBOR PLACE RATE CARD

	<u>Non-Profit Community</u>	<u>For-Profit Business</u>
Full Space, 110 people (4 hours) 2 Screens/Projectors Lighting House Sound Access to kitchenette Chairs & Tables 1 staff to assist	\$150.00	\$250.00
Control room Audio PTZ cameras 1 staff operator	Donation	\$60.00 per hour
Extra staff	Donation	\$30.00 per hour
Facebook Live Stream set-up	\$60.00	\$60.00
Facebook Live Stream	\$90.00 per hour	\$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.