



Date Hold Application

Thank you for your interest in presenting your event at the Rialto Center for the Arts at Georgia State University!

Please complete the following form in its entirety to place a hold on our Calendar. Specify N/A if a question does not apply to your event. *Incomplete applications will not be accepted.*

Please note that dates are booked in first-come, first-served fashion.

Requesting a hold does not guarantee availability.

Dates Requested to be held (please indicate all days including set up and rehearsal):

1st Preference: _____

2nd Preference: _____

Title of your event: _____

Brief Description of your event:

Space Requested (please check all that apply):

Theater (includes dressing rooms and green room)_____, Lobby (includes mezzanine level)_____, Suntrust Presidential Suite (includes downstairs lobby)_____

Please provide a tentative schedule for your event:

Access time for Setup: _____

Rehearsal times: _____

Pre-Performance Activity, i.e. Reception Start: _____ End: _____

Performance Start: _____ End: _____

Post-Performance Activity, i.e. Reception Start: _____ End: _____

Load-Out Complete by: _____

Contractual Licensee Information:

Company Name: _____

Signatory Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

How did you hear about the Rialto Center? _____

Does the Licensee possess a federal not-for-profit 501(c)(3) certificate? _____

A copy of the Licensee's 501(c)(3) must be included with this application in order to receive the Not-for-Profit Rate.

Please fax the completed form to 404-413-9801 Attn: Events Department or email it to us at RialtoEvents@gsu.edu If you have questions please contact the Events Department at 404-413-9815.