RICE

School of Humanities

Department of Visual & Dramatic Arts

HAMMAN HALL RESERVATION REQUEST

(All information must be complete for this request to be accepted)

NAME OF GROUP OR ORGANIZATION:
EVENT TITLE:
1st CHOICE OF DATE(S) OF EVENT:
2nd CHOICE OF DATE OF EVENT:

PRIMARY CONTACT NAME:
PHONE#: **FAX#:**
MAILING ADDRESS:
E-MAIL ADDRESS:
CITY: **STATE:** **ZIP:** **RICE MAIL STOP:**

RESERVATION STATUS: (check one)
- ☐ RICE Academic or Administrative Dept.
- ☐ RICE Student Organization
- ☐ Off-Campus Organization and/or Individual

ADMISSION:
- ☐ Open to member or specific invitees only.
- ☐ Free to all without any charge or Consideration
- ☐ Fee of $ (Free to Rice faculty Staff, and Students)
- ☐ Fee of $ (Discount to Rice faculty, staff, and students with ID cards)
- ☐ Fee $ _____ to all persons for the purpose of

Equipment Needed: From the following list of available equipment please indicated what you will need for your event.
- ☐ NOTHING NEEDED
- ☐ Tables: # 0 (we have 4 folding tables available)
- ☐ Chairs: # 0 (we have approx. 12 folding chairs available)
- ☐ Podium
- ☐ Wired Microphones # 0 (6 available)
- ☐ Wireless Microphones # 0 (2 handheld available)
- ☐ Cyclorama/Scrim
- ☐ Projector (*additional fee of $125)
- ☐ Projector Screen
- ☐ Headsets (we have 4 available)
- ☐ Additional Lighting Instruments (please contact office for list)
- ☐ Boom lighting stands

Type of Event:
- ☐ Play
- ☐ Dance Performance
- ☐ Musical Performance
- ☐ Conference/Lecture/Seminar
- ☐ Meeting
- ☐ Ceremony
- ☐ Other

Describe event as fully as possible:

SCHEDULE SET-UP INSTRUCTIONS:
Please note that Hamman Hall operating hours are 8:00 a.m. – 11:59 p.m.

Day 1:	Day 2:
Load in start time:	Load in start time:
Performance time:	Performance time:
Load out end time:	Load out end time:

Please include a detailed schedule. Describe how you would like the stage, and lobbies set up. Will you be using scenery, bringing in band equipment, renting a piano, etc. Attach additional pages if necessary (or explain in body of email.)

Send completed form to: heather.breikjern@rice.edu, or fax to 713-348-5910, or mail to Rice University, Hamman Hall Rental Manager – MS 115, P.O. Box 1892, Houston, Texas 77251-1892.