



BU Department, Faculty, or Administrative Unit Concert Request Form

Thank you for your interest in holding a concert at Marsh Chapel. To schedule your concert please fill out the attached form and contact the Staff Coordinator at 617-353-3560. Here are some things you should know before requesting to book the space:

- The fee for holding your concert at Marsh Chapel is payable by cash, check, or Journal Entry.
- All fees are due to the Chapel office two weeks prior to your reservation.
- Your fee includes one two-hour reservation for a dress rehearsal and one three-hour reservation for your concert. If you require a longer reservation, you may be subject to a fee increase of \$50 for every additional half-hour (or portion thereof).
- Your three-hour reservation will begin 60 minutes prior to your concert start time.
- Recitals and dress rehearsals are subject to space availability, building use, and approval.
- If the Chapel is not able to schedule a dress rehearsal during the offered time slots, we cannot guarantee that the space will be available for an alternate time but will make every effort to find a solution.
- Your reservation only covers use of the Main Sanctuary and downstairs restrooms. If you require additional rooms, you must speak with the Staff Coordinator about this when making your reservation.
- The Chapel is not able to provide Stage Crew services. You will be fully responsible for all concert set up and clean up.
- The Chapel is not able to provide recording services.
- The Chapel is not able to provide a secure Green Room.
- The Chapel is not able to provide space for a reception. To discuss an exception to this rule, you must speak with the Staff Coordinator when making your reservation.
- The Chapel is able to provide a grand piano for your use during your concert. Please indicate whether or not you will need it on your request form.
- Use of the Chapel's Cassavant Organ is only by prior arrangement with the Associate Director of Music, Justin Blackwell.

If you have any additional questions about holding your faculty concert at the Chapel, please visit our website at <http://www.bu.edu/chapel/about/reservations/space> or call our office at (617)353-3560

Marsh Chapel at Boston University

735 Commonwealth Avenue
Boston, Massachusetts 02215
T 617-353-3560



chapel@bu.edu / www.bu.edu/chapel

Your Contact information

Full Name: _____

Email Address: _____

Phone Number: _____

BU School/Department: _____

Will you be the Main Point of Contact for this concert? YES / NO

If 'No', please provide the Name, Email, and Phone of the Main Point of Contact below.

Full Name: _____

Email Address: _____

Phone Number: _____

Concert Information

Concert description: _____

Preferred Date: _____ Preferred Time: _____

If your preferred date and time are not available, the Chapel will contact you in order to find an alternate. Once approved for your concert date and time, the Chapel will contact you to schedule your dress rehearsal.

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Number of performers: _____

Number of chairs needed for performance: _____

Number of stands needed for performance: _____

I will require use of the grand piano: YES / NO

If you require use of the Cassavant Organ, you must make arrangements directly with the Associate Director of Music, Justin Blackwell.

Notes and special requests (any recording, light/sound equipment, decorations, etc.):

Special requests are reviewed and granted at the discretion of the Chapel's Senior Administrative Staff and may not be approved.

Please submit this form along with the Concert Agreement on the next page.

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BU Department, Faculty, or Administrative Unit Concert Agreement

I understand that my concert reservation at Marsh Chapel is three hours long and only covers use of the main Sanctuary and downstairs restrooms.

I understand that my reservation at Marsh Chapel includes one two-hour dress rehearsal.

I understand that the Chapel is not able to provide space for receptions and that I will need to reach out to the Chapel staff directly if I would like to hold a concert reception at the Chapel.

I understand that the Chapel is not able to provide a secure Green Room for my use.

I understand that use of the Chapel's Cassavant Organ is only by prior arrangement with the Associate Director of Music and that, if used, the organ must be returned to the condition in which it was found (blower off, pistons unchanged, organ bench risers returned).

I understand that Marsh Chapel is able to provide a grand piano for use during my recital, but that the piano may be locked unless I indicate that I need to use it during my concert.

I understand that failure to treat any instrument properly will result in denial of future requests to use the instruments.

I understand that all spaces must be returned to the condition in which they were found. I understand that I am liable for any damage incurred during my reservation.

I understand that all fees relating to my reservation are due two weeks prior to the concert date and that any unpaid fees may result in the loss of my reservation time.

I, the undersigned, understand and agree to the terms set forth by Marsh Chapel at Boston University in this agreement. I understand that failure to abide by these guidelines may result in denial of future requests to reserve space at Marsh Chapel.

Signed: _____

Print your name: _____ Date: _____