

2024-2025

Curtains Up! Application



CURTAINS UP!

Arts of Southern Kentucky enriches lives through artistic experiences.

ASK aspires to be the leader in creating transformative artistic experiences for all citizens in the region. Using the Southern Kentucky Performing Arts Center as the vehicle, we welcome all people to create, experience, learn about, and engage in the arts.

ASK CORE VALUES:

- Exceptional artistic experiences
- Arts Education
- Arts access for all
- Delivering art in a fiscally responsible manner

In keeping with the above purposes, ASK offers K through post-secondary groups the opportunity to apply for free rental space and equipment usage in one (1) of our two (2) performance venues: the SKyPAC's Rita & Jim Scott Concert Hall (capacity approx. 1,800) OR the Carol Wedge Studio Theatre at the SKyPAC (capacity to be determined by room arrangement).

These spaces are available to performing ensembles (including bands, orchestras, choirs, and jazz ensembles). If your group is interested in performing a theatrical production, this does not qualify for Curtain's Up! Please contact our Operations Department for rental rates.

1. Such space will be provided free of charge for one (1) set-up/rehearsal day and one (1) performance day.
  - One set-up/rehearsal day includes the move-in, set-up, and one rehearsal of the group.
  - One day for a performance which includes the student/group staff arrival, public arrival, one (1) performance, and move-out of the group.
  - The rehearsal and performance must be scheduled either on the same day or one day apart.
2. The **equipment usage** includes: music stands, chairs, risers, one PA microphone, acoustic shell (additional fee for labor), and grand piano (additional fee for tuning services).  
*Our production team is happy to work with you in achieving a great performance, so if you have any unique tech-needs please contact us; our cost for delivering needs may vary on adjacent programming.*
3. The **labor** included in this service is technical labor, security, and custodial staff needs.
4. Use is limited to Monday-Thursday based on SKyPAC's calendar availability, and must take place during the school calendar year.
  - If you would like a Monday performance date, you will receive one day total for move-in, set-up, rehearsal, AND performance. We do not offer rehearsal days on Saturday and Sunday.
5. Groups may submit their applications for the Fall 2024 semester starting August 1, 2024. Applications for the Spring 2025 semester will be accepted starting December 1, 2024.
6. ASK reserves the right to sell concessions, retaining all income. No other public sale/distribution of food or beverages is permitted.
7. Submittal of this application does not imply confirmation. Written confirmation will be provided following ASK approval.
8. A meeting to address event details will follow and an estimated cost will be provided (if applicable).
9. With this application and signature, your group gives ASK permission to take photos of your performance for promotional and archival use.
10. We ask that in your curtain speech that our Curtain's Up! sponsor, Houchens Industries, is thanked at least once.

## **Event Details**

Program Title: \_\_\_\_\_

Teacher: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

List the top three performance date options:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

<i>Fill out this column if:</i> <b>rehearsal and performance on the <u>same</u> day.</b>	<i>Fill out this column if:</i> <b>rehearsal is the day <u>before</u> the performance.</b>
Rehearsal Set-up Time: _____ a.m./p.m. Length of rehearsal: _____	Rehearsal Set-up Time: _____ a.m./p.m. Length of rehearsal: _____
Performance Start Time: _____ a.m./p.m. Length of Performance: _____	Performance Start Time: _____ a.m./p.m. Length of Performance: _____

**List your tech needs for this performance (ex. Sound technician, lighting technician, and design needs):**

**Approximate Number of Guests:** \_\_\_\_\_

**Admission Charge:** Yes or No

**If yes, indicate ticket price(s):** \_\_\_\_\_

*\*Note that the SKyPAC Ticket Office will manage all event ticket sales, and will charge the patron a ticket fee of \$5 in addition to the school-imposed ticket charge, if any.*

**Contact Information**

Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal: \_\_\_\_\_ Phone: \_\_\_\_\_

It is understood and acknowledged that ASK is a non-profit organization whose sole business purpose is the performing and visual arts. The undersigned hereby agrees to waive, release, discharge and forever hold harmless ASK, its employees, directors, and shareholders from and against any and all claims, demands, liabilities to third parties including but not limited to, liability arising from any losses, liabilities, claims, demands, damages, suits or expenses incurred or which may be incurred as a result of the undersigned's use of the SKyPAC facilities.

A copy of an appropriate insurance certificate naming ASK as additional insured will be required.

\_\_\_\_\_  
**Name and title of school authorized signatory (please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Mail completed form to:**  
**Arts of Southern Kentucky**  
**Attn: Education Department**  
**P.O. Box 748**  
**Bowling Green, KY 42102**

**By Email:**  
[\*\*dgodolphin@artsofsky.org\*\*](mailto:dgodolphin@artsofsky.org)