



Addendum to Facility Use Agreement – Graduation Ceremonies
Please fill in all information and sign the bottom

Name of Institution:

Address:

Name of event:

Date:

Time:

Set-up:

Audience Arrival:

Conclusion:

Strike:

***Overall number of people attending:**

Number of students graduating:

Number of staff attending:

Number of guests expected:

Invited/Confirmed VIP's (Security)

Location of graduation for the prior year:

Number of attendees from prior year:

Contact for venue from prior year (Reference)

Phone:

Contact Person: (day of event)

Title:

Phone (work):

Phone (Emergency):

Email:

Signature "USER"

Date

*Lehman Stages will control and issue to the school, all tickets for the graduation. Lehman Stages will record the beginning and ending numbers for all tickets issued. The number of tickets will not exceed the theatre's maximum legal capacity (476 seated – 67 on stage including all faculty, staff and guests.) The tickets will be ordered by Lehman Stages and will be made resistant to counterfeiting by the manufacturer. User will be responsible for all printing costs. User must submit to Lehman Stages a count of the number of tickets distributed two days prior to the event.