



General Booking Procedures

PROSPECTIVE CLIENTS

Interested users of the Center must contact Cindy Hamilton, Director of Client Services, at 907-263-2919 for date availability and contracting information. Requests for specific dates must be made in writing. (See attached Booking Request Form).

BOOKING SEASON

The annual performing arts season runs from September 1 to August 31.

RESIDENT COMPANIES

Any performing arts organization can apply for Resident Company status. All groups must apply annually. Specific requirements are outlined in the application process attached.

DATE HOLDS

Users may place a hold on any date. First, second and third holds will be allowed and released and/or contracted in the appropriate order.

Holds are generally allowed indefinitely up to 40 days prior to the event or until challenged. Prospective users must leave detailed contact information with the Director of Client Services.

Prospective users may challenge a non-contracted "held" date by placing on file with the Director of Client Services a letter stating their intent to contract along with a contract deposit. Users holding the date will then have 48 hours (two business days) to contract for the date and pay the appropriate rental fees/deposits. Failure to do so will release the date to the user with the deposit on file. If the original user elects to contract its held date, the challenger's contract deposit shall be returned and their intent to contract voided. In certain instances, ACPA management may extend the 48 hour requirement. Such decisions by ACPA management will be final.

Dates held 30 days prior to an event must be contracted immediately. Dates still on hold, but not contracted 30 days prior to the scheduled event, shall be automatically released.

NON-EXCLUSIVE USE

The Alaska Center for the Performing Arts provides **NO** protection for promoters/presenters offering similar events at any time.

 <p>621 West 6th Avenue Anchorage, AK 99501</p>	<p>Cindy Hamilton Director of Client Services</p> <p>(907) 263.2919 chamilton@alaskapac.org</p>
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